Coordinators' Reporting Manual for Management and Oversight

USDA Purchase Card Program

USDA OPPM Charge Card Service Center
http://www.da.usda.gov/procurement/ccsc/

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Version: 1

USDA PURCHASE CARD PROGRAM

OVERVIEW

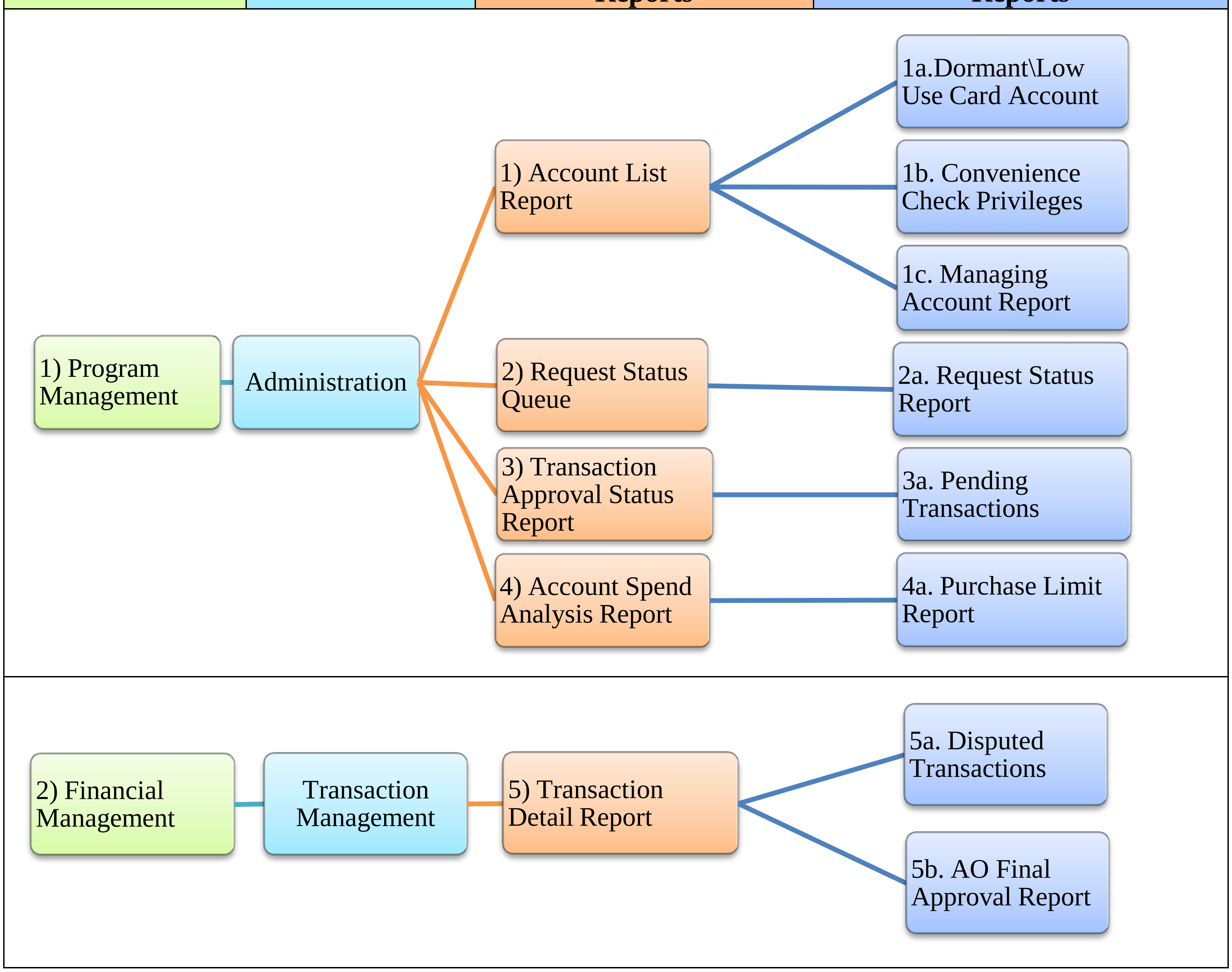
The purpose of this reporting manual is to provide guidance for Coordinators' use to perform management and oversight of USDA cardholder transaction information. Coordinators will learn to use Access® Online (AXOL) standard reports to create/build transaction information in an effort to comply with the Office of Management and Budget (OMB) Circular A-123. Step-by-step instructions are included in this manual to provide Coordinators with the necessary instructions to obtain the desired results for effective oversight.

This manual also provides a description/purpose of the management and oversight report and location of the report in AXOL. Questions concerning this manual are to be forwarded to the USDA Charge Card Service Center at ccsc@da.usda.gov and the CCSC website at www.da.usda.gov/procurement/ccsc.

REPORTING

The Reporting function is divided into eight (8) major Report Categories. The AXOL Standard Reports are further subdivided under each major category. The AXOL Standard Reports will be used to create the USDA Management and Oversight Reports. The AXOL Standard Reports can be scheduled for delivery at regular intervals. After scheduled delivery, Coordinators can then use the AXOL Standard Reports to create the USDA Management and Oversight Reports. ***NOTE:*** The USDA Management and Oversight Reports cannot be scheduled for delivery at regular intervals. There are nine (9) AXOL Standard Reports; however, Coordinators will only be using eight (8) to create USDA Management and Oversight Reports. The 8 AXOL Standard Reports are:

Report Category	Subcategory	AXOL Standard Reports	USDA Management Oversight Reports



Report Category	**Subcategory**	**AXOL Standard Reports**	**USDA Management Oversight Reports**
3) Supplier Management	Spend	6) Top Merchant Spend Analysis	6a. High Spend Merchant Report 6b. High Spend Merchant Detail Report
4) Tax and Compliance Management	*N/A*	*N/A*	*N/A*
5)Administration	User Management	7) System User List	7a. System User Report
6) Report Scheduler	*N/A*	*As Required*	*N/A*
7) Flex Data Reports	*(No subcategory)*	8) Flex Data Reports	8a. Convenience Check Report 8b. Checks over $2,500 8c. Prohibited or Questionable Purchases Report 8d. Approved Transactions Report

Report Category	Subcategory	AXOL Standard Reports	USDA Management Oversight Reports
8) Custom Report from US Bank	*(No subcategory- report run by US Bank monthly)*	9) Potential Split Requirements Review Report	9a. Split Transactions Report

Reporting Calendar

The following chart outlines reporting date ranges for use in monitoring pending transactions:

Month	30-Day	45-Day	60-Day
January	12/1 – 12/31	11/15- 12/31	11/1- 12/31
February	1/1 – 1/31	12/15 – 1/31	12/1 – 1/31
March	2/1 – 2/28	1/15 – 2/28	1/1 – 2/28
April	3/1 – 3/31	2/15 – 3/31	2/1 – 3/31
May	4/1 – 4/30	3/15 – 4/30	3/1 – 4/30
June	5/1 – 5/31	4/15 – 5/31	4/1 – 5/31
July	6/1 – 6/30	5/15 – 6/30	5/1 – 6/30
August	7/1 – 7/31	6/15 – 7/31	6/1 – 7/31
September	8/1 – 8/31	7/15 – 8/31	7/1 – 8/31
October	9/1 – 9/30	8/15 – 9/30	8/1 – 9/30
November	10/1 - 10/31	9/15 – 10/31	9/1 – 10/31
December	11/1 – 11/30	10/15 – 11/30	10/1 – 11/30

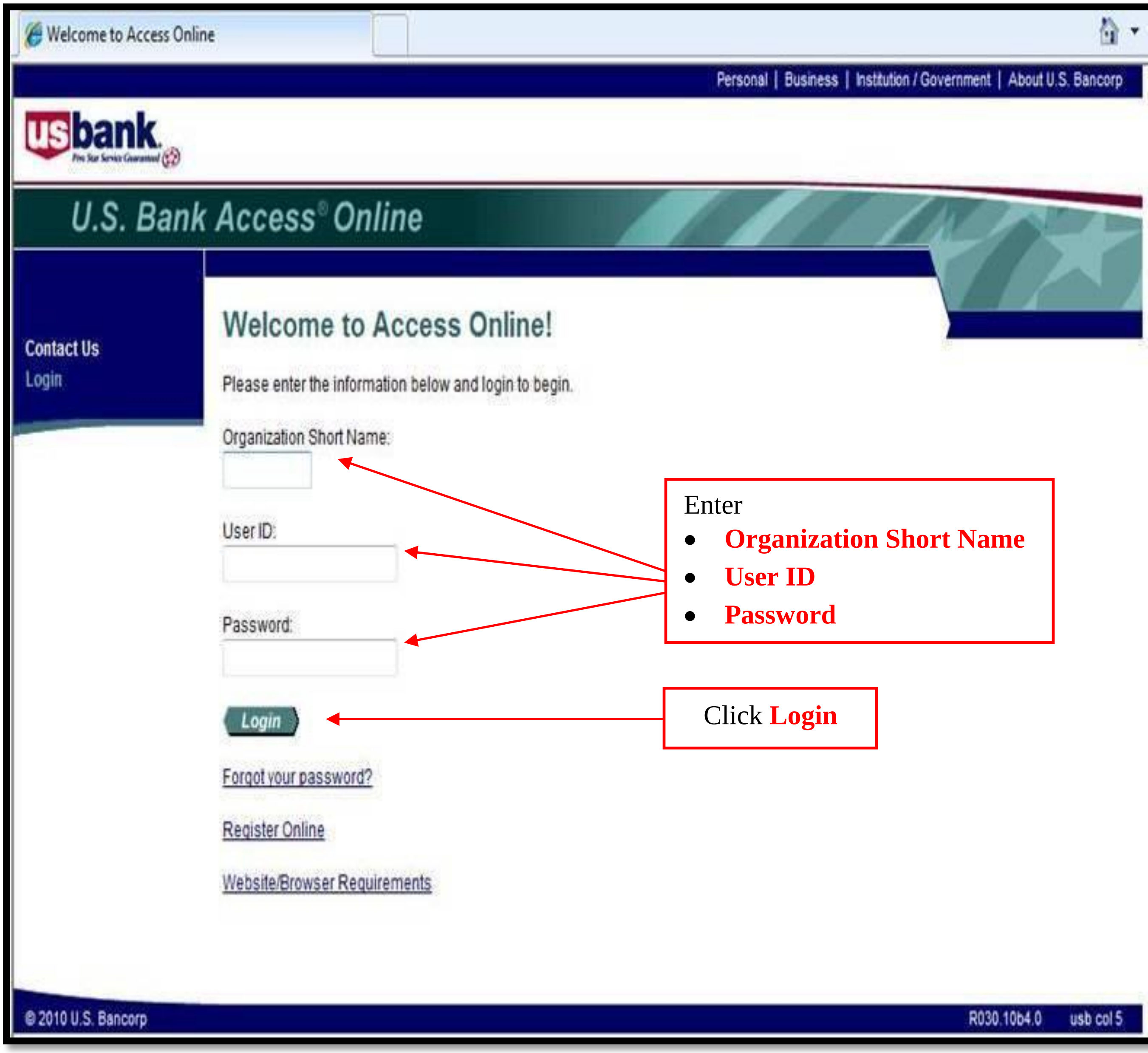
Blocked MCC Codes

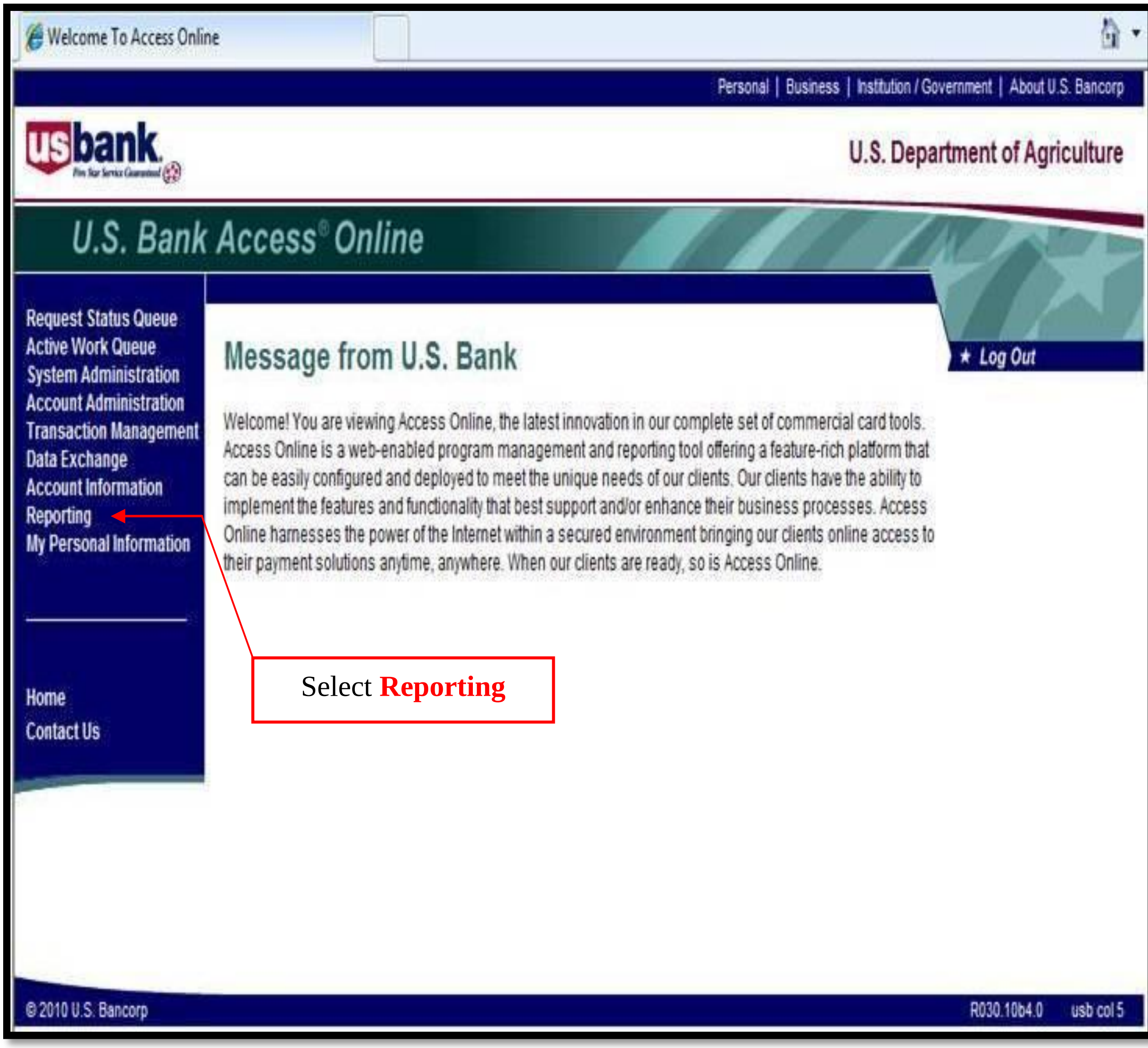
Refer to the following link on the CCSC Website to view:

http://www.da.usda.gov/procurement/ccsc/pc_guides_ref.htm

Getting Started with Reporting in AXOL Step-by-Step

To begin the process, log into AXOL at https://access.usbank.com/ by following the instructions below:




Welcome To Access Online
Personal | Business | Institution / Government | About U.S. Bancorp
usbank
U.S. Department of Agriculture
U.S. Bank Access® Online
Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Data Exchange
Account Information
Reporting
My Personal Information
Home
Contact Us
Message from U.S. Bank
★ Log Out
Welcome! You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes. Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere. When our clients are ready, so is Access Online.
Select Reporting
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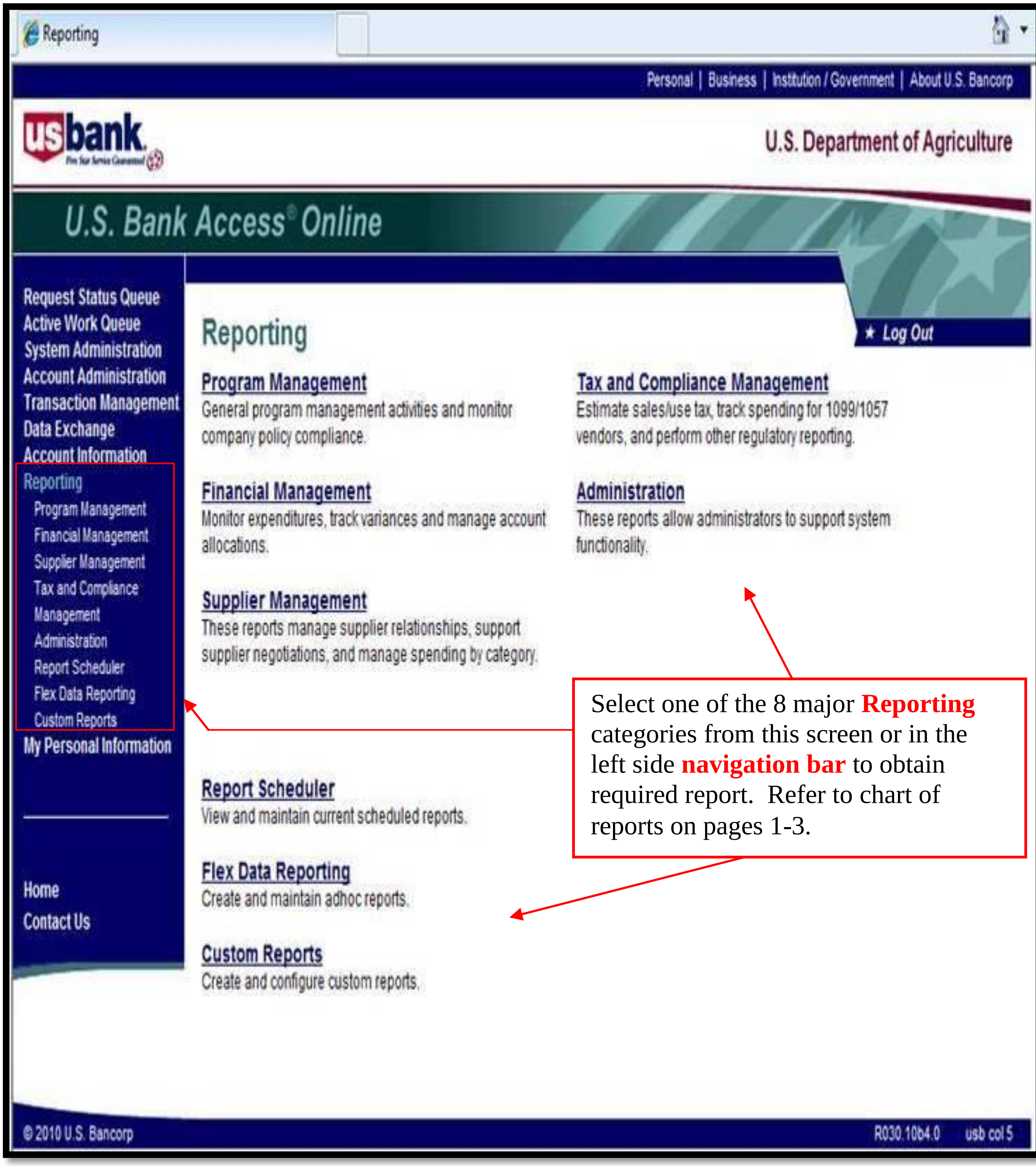
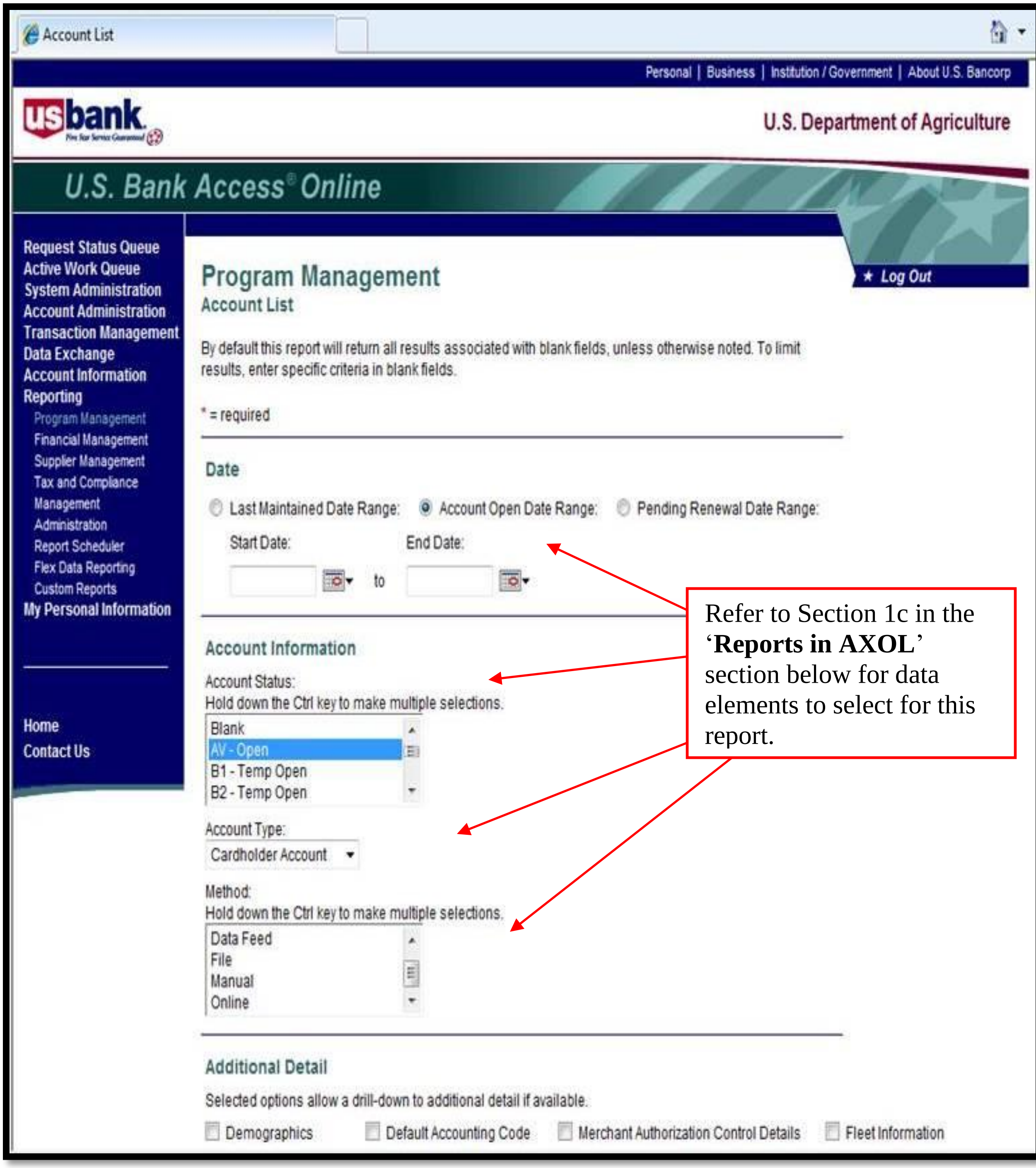
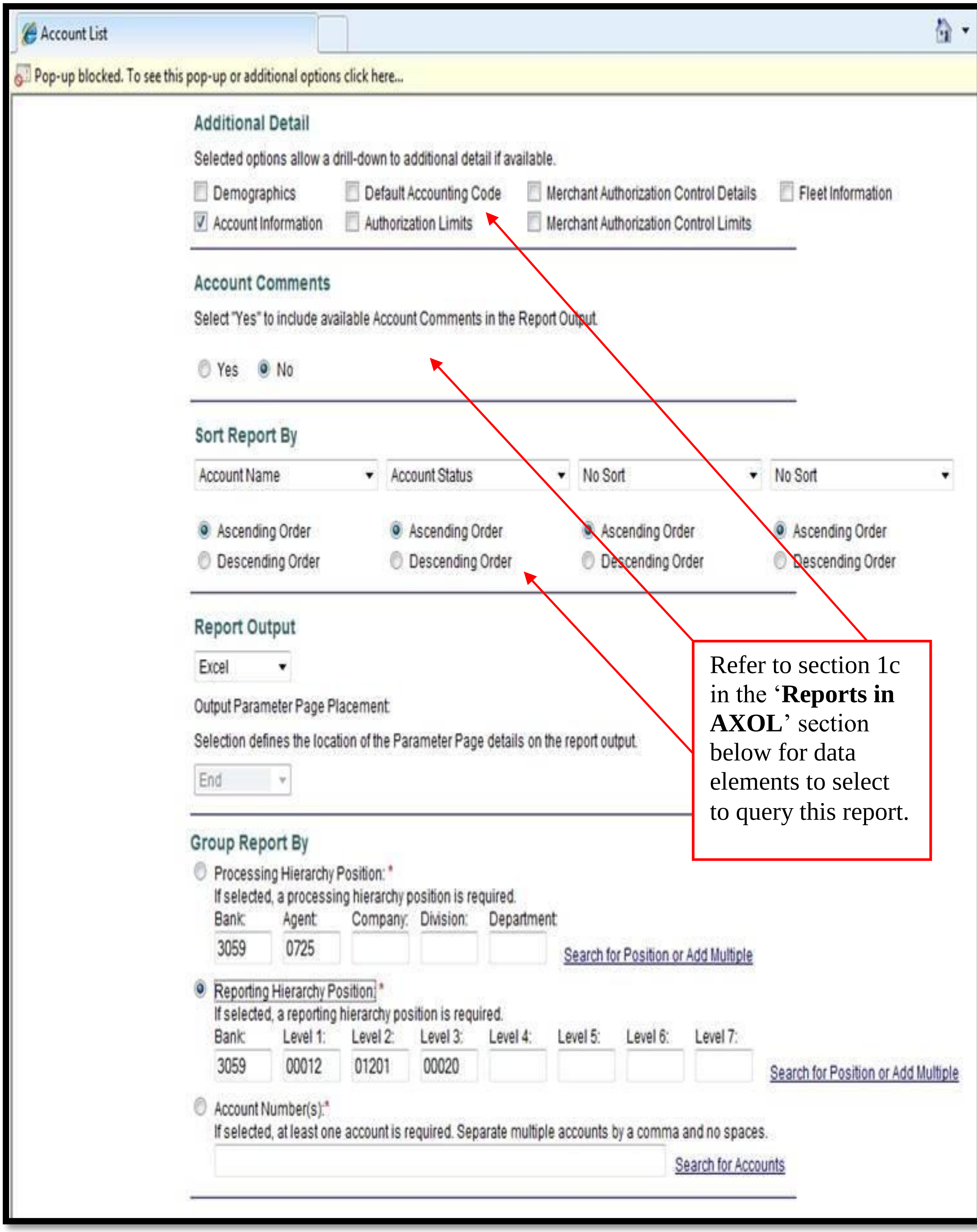
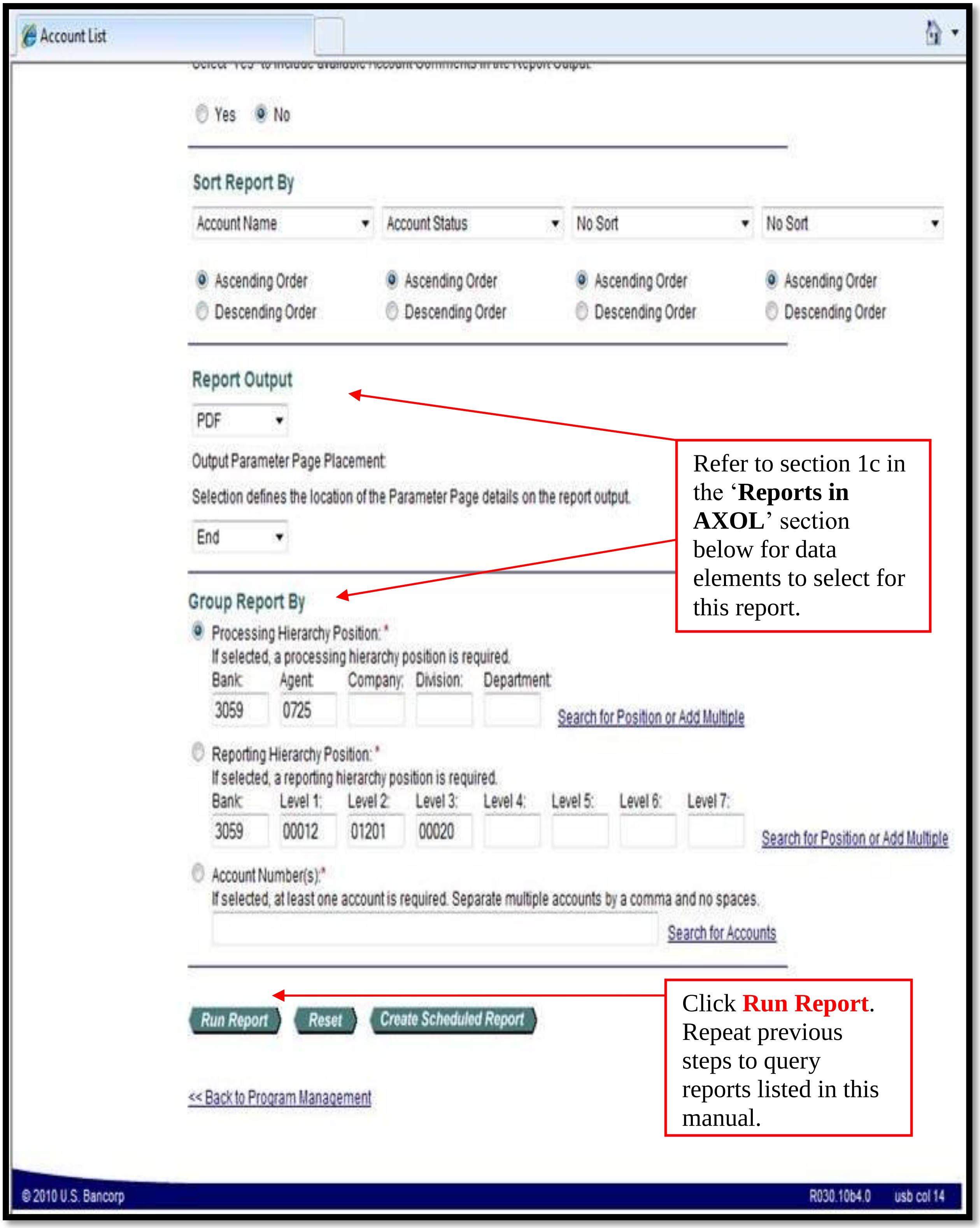


Select one of the 8 major **Reporting** categories from this screen or in the left side **navigation bar** to obtain required report. Refer to chart of reports on pages 1-3.


Program Management
Personal | Business | Institution / Government | About U.S. Bancorp
usbank
U.S. Department of Agriculture
U.S. Bank Access® Online
Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Data Exchange
Account Information
Reporting
Program Management
Financial Management
Supplier Management
Tax and Compliance
Management
Administration
Report Scheduler
Flex Data Reporting
Custom Reports
My Personal Information
Home
Contact Us
Log Out
Program Management
Spend
Account Spend Analysis
Summary of account spending (excluding merchant detail).
Cash Advance
Detail of account cash advances including transaction amount, date, and reference number.
Declining Balance/Managed Spend
Summary and detail information on declining balance accounts by name and account number.
Administration
Account List
Frequently used account level information such as open date, last transaction date, single purchase limit, credit limit, etc.
Account Maintenance Effective Dating Activity
Detailed history of effective dated account maintenance activity.
Account Status Change
An exception report that lists accounts with a change status of lost/stolen, closed, or re-opened.
Declined Transaction Authorizations
Declined Transaction Authorizations report provides details of declined transaction authorizations information along with related account and merchant information.
Request Status Queue
History of changes made to Accounts.
Transaction Approval Status
Transaction Approval Status for Cardholder Accounts.
Delinquency Management
Account Suspension
Provides information on open accounts that are past due and suspended or pending suspension.
Charge-Off
Information on accounts that have been charged off, including charge-off date, balance charged-off, and recovery amount.
Past Due
Accounts with past due balances and the number of times past due situations have occurred.
Allocation Rules Management
Merchant Allocation Rule Sets
Summary of merchant allocation rules sets and detail of associated allocation rules.
Click **Account List**. Refer to Section 1c in the '**Reports in AXOL**' section below for detailed instructions on querying this report.


Account List
Personal | Business | Institution / Government | About U.S. Bancorp
usbank
U.S. Department of Agriculture
U.S. Bank Access® Online
Log Out
Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Data Exchange
Account Information
Reporting
Program Management
Financial Management
Supplier Management
Tax and Compliance
Management
Administration
Report Scheduler
Flex Data Reporting
Custom Reports
My Personal Information
Home
Contact Us
Program Management
Account List
By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.
* = required
Date
Last Maintained Date Range:
Account Open Date Range:
Pending Renewal Date Range:
Start Date:
End Date:
to
Account Information
Account Status:
Hold down the Ctrl key to make multiple selections.
Blank
AV - Open
B1 - Temp Open
B2 - Temp Open
Account Type:
Cardholder Account
Method:
Hold down the Ctrl key to make multiple selections.
Data Feed
File
Manual
Online
Additional Detail
Selected options allow a drill-down to additional detail if available.
Demographics
Default Accounting Code
Merchant Authorization Control Details
Fleet Information
Refer to Section 1c in the 'Reports in AXOL' section below for data elements to select for this report.


Account List
Pop-up blocked. To see this pop-up or additional options click here...
Additional Detail
Selected options allow a drill-down to additional detail if available.
Demographics
Default Accounting Code
Merchant Authorization Control Details
Fleet Information
Account Information
Authorization Limits
Merchant Authorization Control Limits
Account Comments
Select "Yes" to include available Account Comments in the Report Output.
Yes
No
Sort Report By
Account Name
Account Status
No Sort
No Sort
Ascending Order
Descending Order
Report Output
Excel
Output Parameter Page Placement:
Selection defines the location of the Parameter Page details on the report output.
End
Group Report By
Processing Hierarchy Position: *
If selected, a processing hierarchy position is required.
Bank: Agent: Company: Division: Department:
3059 0725
Search for Position or Add Multiple
Reporting Hierarchy Position: *
If selected, a reporting hierarchy position is required.
Bank: Level 1: Level 2: Level 3: Level 4: Level 5: Level 6: Level 7:
3059 00012 01201 00020
Search for Position or Add Multiple
Account Number(s):*
If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.
Search for Accounts
Refer to section 1c in the 'Reports in AXOL' section below for data elements to select to query this report.


Account List
Yes No
Sort Report By
Account Name
Account Status
No Sort
No Sort
Ascending Order
Descending Order
Report Output
PDF
Output Parameter Page Placement
Selection defines the location of the Parameter Page details on the report output.
End
Group Report By
Processing Hierarchy Position: *
If selected, a processing hierarchy position is required.
Bank: Agent: Company: Division: Department:
3059 0725
Search for Position or Add Multiple
Reporting Hierarchy Position: *
If selected, a reporting hierarchy position is required.
Bank: Level 1: Level 2: Level 3: Level 4: Level 5: Level 6: Level 7:
3059 00012 01201 00020
Search for Position or Add Multiple
Account Number(s):*
If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.
Search for Accounts
Run Report
Reset
Create Scheduled Report
<< Back to Program Management
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Refer to section 1c in the ‘Reports in AXOL’ section below for data elements to select for this report.
Click Run Report. Repeat previous steps to query reports listed in this manual.

Reports in AXOL

The following reports are available to improve management and oversight of the USDA Purchase Card Program. Reports highlighted in 'yellow' are the AXOL Standard Reports. The reports highlighted in 'blue' are the corresponding USDA Management Reports that can be created from the AXOL Standard Reports.

* **NOTE**: If you have problems running the reports, please check to see if a 'Pop-up Blocked' notification is at the top of your screen. If there is a notification, you can select to 'temporarily allow pop-up' or 'download file.'

1) Account List Report

1a. Dormant/Low Use Card Accounts Report - Report to determine need for a card, i.e., if it is dormant or not being used frequently.

Location of the Report:
> Program Management
> Administration
> Account List

Data Elements to Select
> Date- Do Not Select a Date Range (Default 'Last Maintained Date Range')
> Additional Detail- 'Account Information'
> Report Output- 'Excel'
> Reporting Hierarchy Position- enter hierarchy info

Required Columns to Review in Excel Report for Adequate Oversight
(column letter-column header name)

NOTE: To determine whether an account is dormant, compare **Column N 'Open Date'** with **Column Z 'Last Transaction Date.'** If the card is dormant, in Column Z, the Last Transaction Date will be an older date (i.e., date in 2008) or there will be zeros if the card has never been used.

A- Account Name
C- Account Number
E- Status Description
F- Lost/Stolen Account
G- Replacement Accounts
L- Current Balance
N- Open Date
R- Checks
Z- Last Transaction Date

AA- Last Maintenance Date
AI-AO- TBR Level 1-7
AQ- Managing Account Name
AS- Managing Account Address
AU- Managing Account City
AV- Managing Account State/Province
AW- Managing Account Zip/Postal Code

Report Output- Excel

Report Run By- CCSC (LAPC/APC- optional)

Report Frequency- YEARLY (Note: If needed, the report can be run at any frequency as last transaction date will appear.)

1b. Convenience Check Privileges Report - This report shows who has convenience check authority.

Location of the Report:
> Program Management
> Administration
> Account List

Data Elements to Select
> Date- 'Account Open Date Range'
> Account Status- 'ALL'
> Additional Detail- 'Account Information'
> Account Comments- 'NO'
> Report Output- 'Excel'
> Reporting Hierarchy Position- enter hierarchy info

Required Columns to Review in Excel Report for Adequate Oversight
(column letter-column header name)

A- Account Name
C- Account Number
E- Status Description
F- Lost/Stolen Account
G- Replacement Accounts
R- Checks
AI-AO- TBR Level 1-7

Report Output- Excel

Report Run By- LAPC and APC

Report Frequency- MONTHLY (report should be run monthly, but can also be run at anytime by LAPCs & APCs as needed as well)

1c. Managing Account Report - This report identifies the cardholders within an agency by level number by LAPC (Managing Account is LAPC). Levels 3 & 4 can view all Level 5 LAPCs in their region and the card accounts they manage. Level 5 LAPCs can view the card accounts they manage by cardholder or managing account.

Location of the Report:
> Program Management
> Administration
> Account List

Data Elements to Select
> Date- 'Account Open Date Range'
> Account Status- 'Open'
> Account Type- 'Cardholder Account'
> Additional Detail- 'Account Information'
> Account Comments- 'NO'
> Report Output- 'Excel'
> Reporting Hierarchy Position- enter hierarchy info

Required Columns to Review in Excel Report for Adequate Oversight
(column letter-column header name)

A- Account Name
C- Account Number
AI-AO- TBR Level 1-7
AQ- Managing Account Name
AS- Managing Account Address 1
AU- Managing Account City
AV- Managing Account State/Province
AW- Managing Account Zip/Postal Code

Report Output- Excel

Report Run By- LAPC, APC, and Dept Level

Report Frequency- MONTHLY

2) Request Status Queue Report

2a. Request Status Report - This report is for maintenance purposes to list all requests initiated by the Coordinator (i.e., hierarchy changes, limit changes, re-orders of convenience checks, etc…)

Location of the Report:
> Program Management
> Administration
> Request Status Queue

Data Elements to Select
> Report Output- 'Excel'
> Processing Hierarchy Position- enter hierarchy info

Required Columns to Review in Excel Report for Adequate Oversight – N/A

Report Output- Excel

Report Run By- APC and Dept Level

Report Frequency- MONTHLY

3) Transaction Approval Status Report

3a. Pending Transactions Report - Report of pending transactions within 45 and/or 60 days. Used to monitor approval and final approval of purchase card transactions and issue warnings of card and account de-activation. Two reports should be extracted from the 'Pending Transactions Report':

1) Pending Cardholder Approval Transactions
2) Pending Manager Approval Transactions

Location of the Report:
> Program Management
> Administration
> Transaction Approval Status

Data Elements to Select
> Date- 'Posting Date Range'
> Transaction Included- 'ALL'
> Report Output – Select 'Summary Output' and 'Excel'
> Reporting Hierarchy Position- enter hierarchy info

Required Columns to Review in Excel Report for Adequate Oversight
(column letter-column header name)

A- Name (Account Name)
C- Account Number
E- Managing Account Name
J- Number of Transactions
K- Total Transaction Amount
M- Final Approved Amount
U- Transaction Date
V- Posting Date
X- Merchant Name
Y- Transaction Amount
AB- Approval Status
AT-AZ- TBR Level 1-7

Report Output- Excel

Report Run By- CCSC, LAPC, APC, and Dept Level

Report Frequency- Report is run every 45 days on the 15th of the month with final deadline to approve at day 60. Please use the calendar provided in this guide.

For example:

- **Oct 1-** Reporting period start
- **Nov 15-** Run the report (45 day mark)
- **Nov 30-** Deadline for final approval (if there are any accounts with outstanding unapproved transactions, that account along with ALL other card accounts under the managing AO, regardless of status, will be temporarily suspended)
- **Dec 1-** New reporting period begins

4) Account Spend Analysis Report

4a. Purchase Limit Report - Report for Coordinators to assess all cardholders in the agency and whether they have the appropriate credit limit or need an increase in their limit and determine the need for the card- run by last name, first name and credit limit. This helps reduce the amount of purchase cards in the agency and with monitoring and setting realistic limits.

Location of the Report:
> Program Management
> Spend
> Account Spend Analysis

Data Elements to Select
> Report Output- 'Excel'
> Reporting Hierarchy Position- enter hierarchy info

Required Columns to Review in Excel Report for Adequate Oversight
(column letter-column header name)

A- Name (Account Name)
C- Account Number
E- Managing Account Name
O- Number of Transactions
T- Credit Limit
U- Single Purchase Limit
AI-AM- TBR Level 1-7

Report Output- Excel

Report Run By- LAPC, APC and Dept Level

Report Frequency- Report can be run MONTHLY for one month review. CCSC will receive a custom report quarterly for three month review period to send to each Level 3.

5) Transaction Detail Report

5a. Disputed Transactions Report- This reports helps check disputes to see if a credit has been issued for the dispute. The report owner should also check for the status of the dispute and the associated dates. (If the credit has not been issued, according to policy, the cardholder is responsible)

Location of the Report:
> Financial Management
> Transaction Management
> Transaction Detail

Data Elements to Select
> Date- 'Posting Date Range' (use monthly calendar in guide)
> Reviewed Status- 'ALL'
> Disputed Status- Select 'Disputed'
> Additional Detail- Select 'Display Transaction Comments'
> Merchant Category Code Group- Select 'ALL'
> Report Output- Excel
> Reporting Hierarchy Position- enter hierarchy info

NOTE: If there are no disputed transactions, an HTML screen will appear:
"We're Sorry...The parameters you chose produced no output. Please close this browser window to return to the previous menu and alter your selection."

Required Columns to Review in Excel Report for Adequate Oversight
(column letter-column header name)

A- Name (Account Name)
C- Account Number
E- Managing Account Name
M- Transaction Date
N- Posting Date
P- Transaction Amount
V- Transaction Status
W- Disputed Status

Report Output- Excel

Report Run By- CCSC, APC, and LAPC

Report Frequency- MONTHLY

5b. Approving Official's Final Approving Report (for APHIS use only) - This is an optional report that is available for managers that shows what the cardholder has purchased.

Location of the Report:
> Financial Management
> Transaction Management
> Transaction Detail

Data Elements to Select
> Transactions Included- Select 'Approval Status' and then Select 'Final Approved'
> Additional Detail- Select 'Display Transaction Comments'
> Merchant Category Code Group- Select 'ALL'
> Report Output- Excel
> Reporting Hierarchy Position- enter hierarchy info

Columns to Review in Excel Report for Adequate Oversight
(column letter-column header name)

A- Name (Account Name)
C- Account Number
E- Managing Account Name
M- Transaction Date
N- Posting Date

P- Transaction Amount
V- Transaction Status
AF- MCC
AG- Merchant Category Description
AH- Merchant Name
AZ- Item Description

Report Output- Excel

Report Run By- Managers

Report Frequency- Optional (at the Agency's discretion)

6) Top Merchant Spend Analysis Report

6a. High Spend Merchant Report - This report is used to strategic and e-sourcing by providing an assessment to view which merchants the cardholders are purchasing frequently and in high dollar amounts from and then possibly negotiating a BPA.

Location of the Report:
> Supplier Management
> Spend
> Top Merchant Spend Analysis

Data Elements to Select
> Data Elements automatically populate except for the following:
    > Report Output- Excel
    > Reporting Hierarchy Position- enter hierarchy info

Required Columns to Review in Excel Report for Adequate Oversight – N/A

Report Output- Excel

Report Run By- CCSC (LAPC/APC- optional)

Report Frequency- MONTHLY (Note: If needed, the report can be run at any frequency as last transaction date will appear.)

6b. High Spend Detail Report - This report is used to strategic and e-sourcing by providing an assessment to view which merchants the cardholders are purchasing frequently and in high dollar amounts from and then possibly negotiating a BPA.

Location of the Report:
> Supplier Management
> Spend
> Top Merchant Spend Analysis

Data Elements to Select
> Data Elements automatically populate except for the following:
    > Report Output- Excel
    > Reporting Hierarchy Position- enter hierarchy info

Required Columns to Review in Excel Report for Adequate Oversight – N/A

Report Output- Excel

Report Run By- CCSC (LAPC/APC- optional)

Report Frequency- MONTHLY (Note: If needed, the report can be run at any frequency as last transaction date will appear.)

7) System User List

7a. System User Report - This report identifies AXOL user ids and log in information.

Location of the Report:
> Reporting
> Administration
> User Management
> System User List

Data Elements to Select
> Report Type- Select 'Detail'
> Report Output- Excel
> Reporting Hierarchy Position- enter hierarchy info

Required Columns to Review in Excel Report for Adequate Oversight – N/A

Report Output- Excel

Report Run By- CCSC, LAPC, and APC

Report Frequency- As Required

8) Flex Data Reports (or Transaction Detail Report)

8a. Convenience Check Report - This report is a method to help eliminate and decrease the amount of convenience checks written. The report owner should perform oversight with:

- Verifying who was writing the convenience checks
- Confirming that information entered is in compliance with USDA check writing policy (i.e., TIN/EIN/SSN info, waiver code, replacing "Illegible Payee" with appropriate merchant name, goods received date, and item description)
- Review the vendors paid by check and confirm whether or not they will take a credit card for payment
- Report listing convenience checks written ≥ $2,501

Location of the Report:
> Flex Data Report

How to Run the Flex Data Convenience Check Report:
1) Select Flex Data Reporting
2) Create a new report
- Select 'Transaction' (default setting)

3) Select 'Create'
4) Report Output and Select 'Excel' (default)
5) Go to the Tab named 'Select Report Data'
6) Select the following:
> ***Hierarchy***
 * Account Number (default)
 * Report Hierarchy & select the Filter 'radio button'
> ***Account***
 * Account Name
 * Managing Account Name
> ***Merchant***
 * MCC & select the Filter 'radio button'
 * MCC Description
 * Merchant City
 * Merchant Name
 * Merchant Postal Code
 * Merchant State
> ***Transaction***
 * Posting Date
 * Transaction Amount
 * Transaction Approval Status
 * Transaction Comment 1-5
 * Transaction Date

NOTE: In this report, you have the option to rename the report columns.

7) Select Tab named 'Filter for Content'
8) MCC- enter 6051
9) Select 'Reporting Hierarchy'
10) Select Transaction Date Parameter

Required Columns to Review in Excel Report for Adequate Oversight
Flex Data Reports only display the columns selected when creating the report (based on instructions above)

Report Output- Excel

Report Run By- CCSC, LAPC, and APC

Report Frequency- MONTHLY

8b. Checks over (>) $2500 - Report listing convenience checks written ≥$2,501.

*** Information on '*Checks over $2,500*' can also be extracted from the detail of the Flex Data Report 'Convenience Check Report' in #8a**

Location of the Report:
> This report is included in the detail of the Flex Data report 'Convenience Check Report' in #8a.

To view '***Checks over (>) $2,500***,' run the '***Convenience Check Report***' as detailed in #8a above and sort the 'Transaction Amount' column to view checks over $2,500. The next section of this Guide, provides step-by-step instructions on how to add a filter to your spreadsheet for column sorting.

How to Run the Flex Data Checks over (>) $2,500 Report:
Run the '***Convenience Check Report***' as detailed in 8a. in this Guide.

Data Elements to Select - N/A

Required Columns to Review in Excel Report for Adequate Oversight – N/A

Report Output- Excel

Report Run By- CCSC and APC

Report Frequency- MONTHLY

8c. Prohibited or Questionable Purchases Report - Report to identify questionable and prohibited purchases by cardholder (i.e., telecom expenditures, Franklin Covey. The report should be run by MCC.)

Location of the Report:
> Flex Data Report

How to Run the Prohibited or Questionable Purchases Report:
1) Select Flex Data Reporting
2) Create a new report
    - Select 'Transaction' (default setting)
3) Select 'Create'
4) Report Output and Select 'Excel' (default)
5) Go to the Tab named 'Select Report Data'
6) Select the following:

> ***Hierarchy***
  * Account Number (default)
  * Report Hierarchy & select the Filter 'radio button'

> ***Account***
  * Account Name
  * Managing Account Name

> ***Merchant***
  * MCC & select the Filter 'radio button'
  * Blocked MCC (can only enter 10 blocked MCC codes at a time)
  * MCC Description
  * Merchant City
  * Merchant Name
  * Merchant Postal Code
  * Merchant State

> ***Transaction***
  * Posting Date
  * Transaction Amount
  * Transaction Approval Status
  * Transaction Comment 1-5
  * Transaction Date

NOTE: In this report, you have the option to rename the report columns.

7) Select Tab named 'Filter for Content'
8) MCC- enter 6051
9) Select 'Reporting Hierarchy'
10) Select Transaction Date Parameter

Required Columns to Review in Excel Report for Adequate Oversight
Flex Data Reports only display the columns selected when creating the report (based on instructions above)

Report Output- Excel

Report Run By- CCSC, LAPC, and APC

Report Frequency- MONTHLY

8d. Approved Transaction Report - This report identifies transaction information generated by the bank, including information entered by cardholders for management and oversight review and where the required fields that have not been completed by the cardholder (i.e., Comment Field 2 (Agency Specific Data, Comment Field 4 (Goods Received Date), and Comment Field 5 (Item Description)).

*** Information on '*Approved Transaction Report*' can also be extracted from the detail of the Flex Data Report 'Convenience Check Report' in #8a. This information can also be extracted from querying a Transaction Detail Report.**

Location of the Report:
> This report is included in the detail of the Flex Data report 'Convenience Check Report' in #8a.
> This report is included in the Transaction Detail Report in #5.

To view **'*Approved Transaction Report,*'** run the '***Convenience Check Report***' as detailed in #8a above and sort the 'Transaction Approval Status' column to view the approved transactions with missing required fields. The next section of this Guide, provides step-by-step instructions on how to add a filter to your spreadsheet for column sorting.

NOTE: User should run the Flex Data 'Convenience Check Report' in #8a and NOT select MCC to view the approved transactions with missing required fields.

How to Run the Approved Transaction Report with Missing Required Fields Report:
Run the '***Convenience Check Report***' as detailed in #8a in this guide and NOT select MCC to view the approved transactions with missing required fields.

Data Elements to Select - N/A

Required Columns to Review in Excel Report for Adequate Oversight – N/A

Report Output- Excel

Report Run By- CCSC, APC, LAPC

Report Frequency- MONTHLY

9) Custom Reports

9a. Split Transactions Report - Report to view questionable transactions that appear to split, e.g., same day/same merchant, purchases divided into several charges to stay within the authorized single purchase limit.

Location of the Report:
Custom report will be delivered to each Level 3 Data Exchange mailbox

Report Output- Excel

Report Run By- LAPC, APC, and Dept Level

Report Frequency- Report can be run MONTHLY for one month review. CCSC will receive a custom report monthly and send to each Level 3.

FPDS-NG Report

Instructions for the FPDS-NG Report are TBD

USDA Agency Database Account Set-up Report

The '***USDA Database Account Set-up Report***' is a custom report developed by the CCSC and distributed to APCs monthly via a Microsoft Office Live Workspace (details on delivery of the report are below). This report is used to:

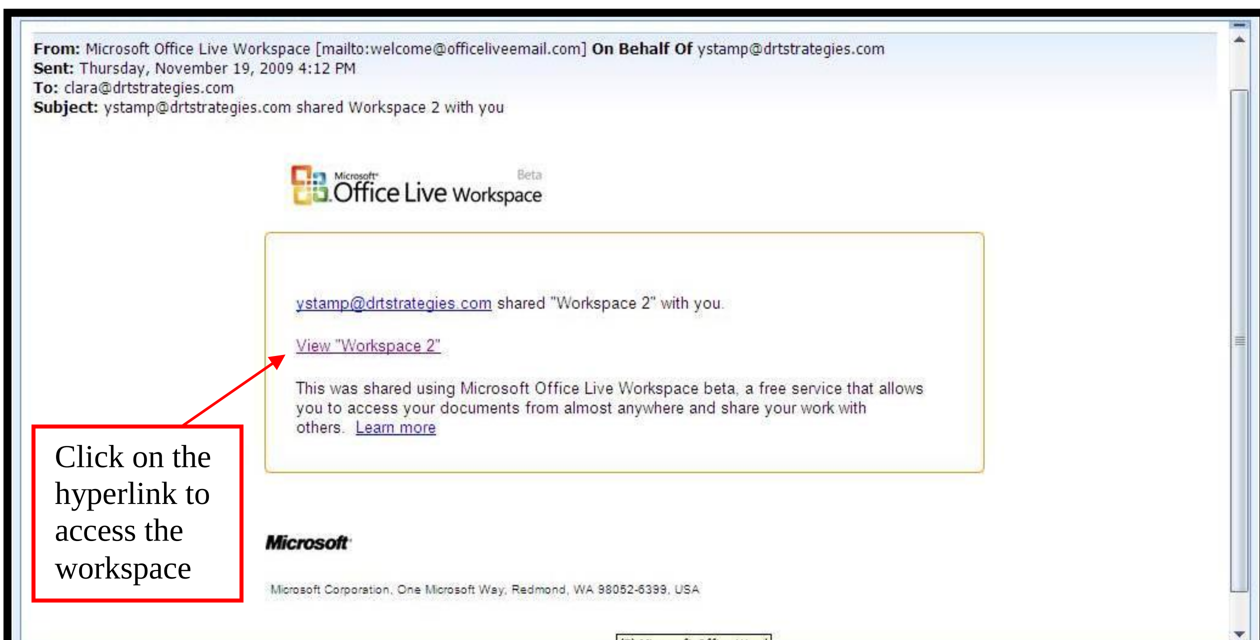
- Certify that Coordinators and AOs have been correctly set-up in their own hierarchies and are not managing their own account.
- Ensure that cardholders are set-up under their correct AO.

NOTE: This report is created each month using the processing side label as depicted in the table below: Agent (Level 4) Company (Level 5) Division (Level 6) Department (Level 7)

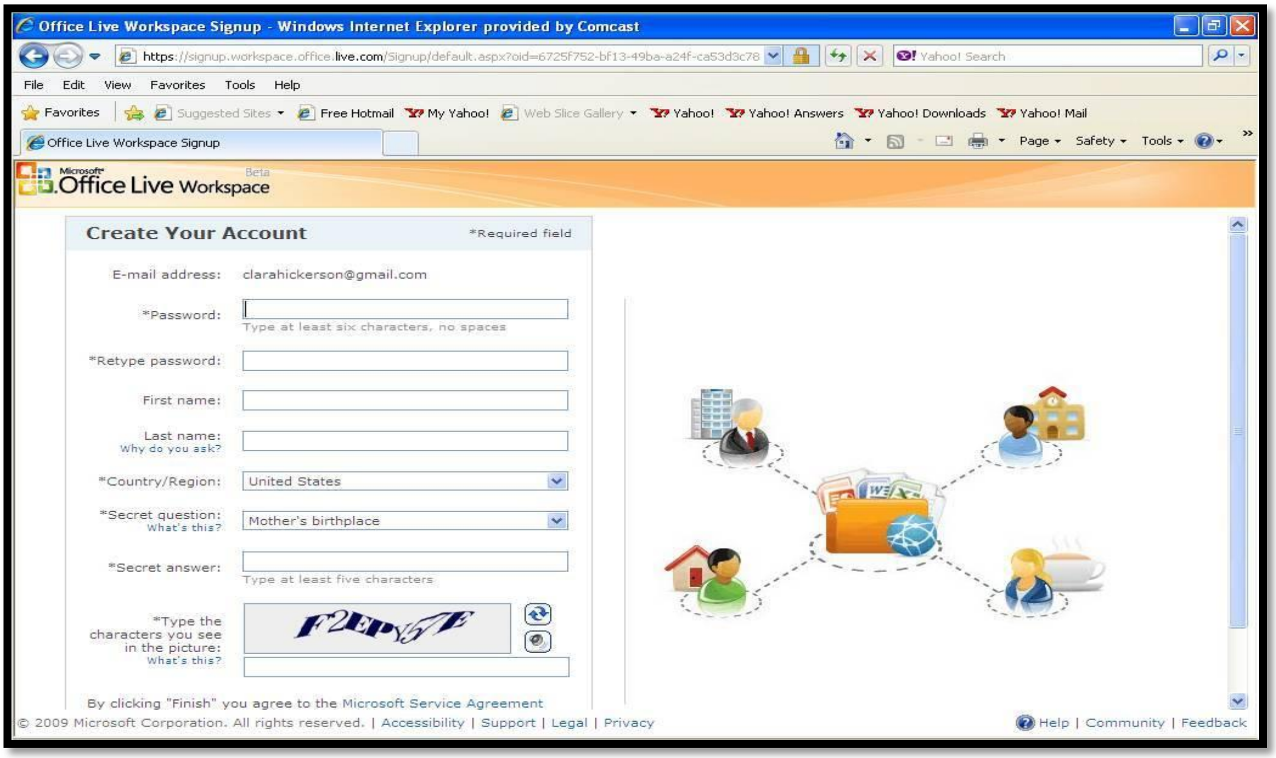
TBR Levels	Processing Hierarchy	Contact
1 00012		
2 01201		
3 APC		APC
4	Agent	Regional/Area APC
5	Company	LAPC
6	Division	LAPC or AO
7	Department	LAPC or AO

'***USDA Agency Database Account Set-up Report***' Instructions

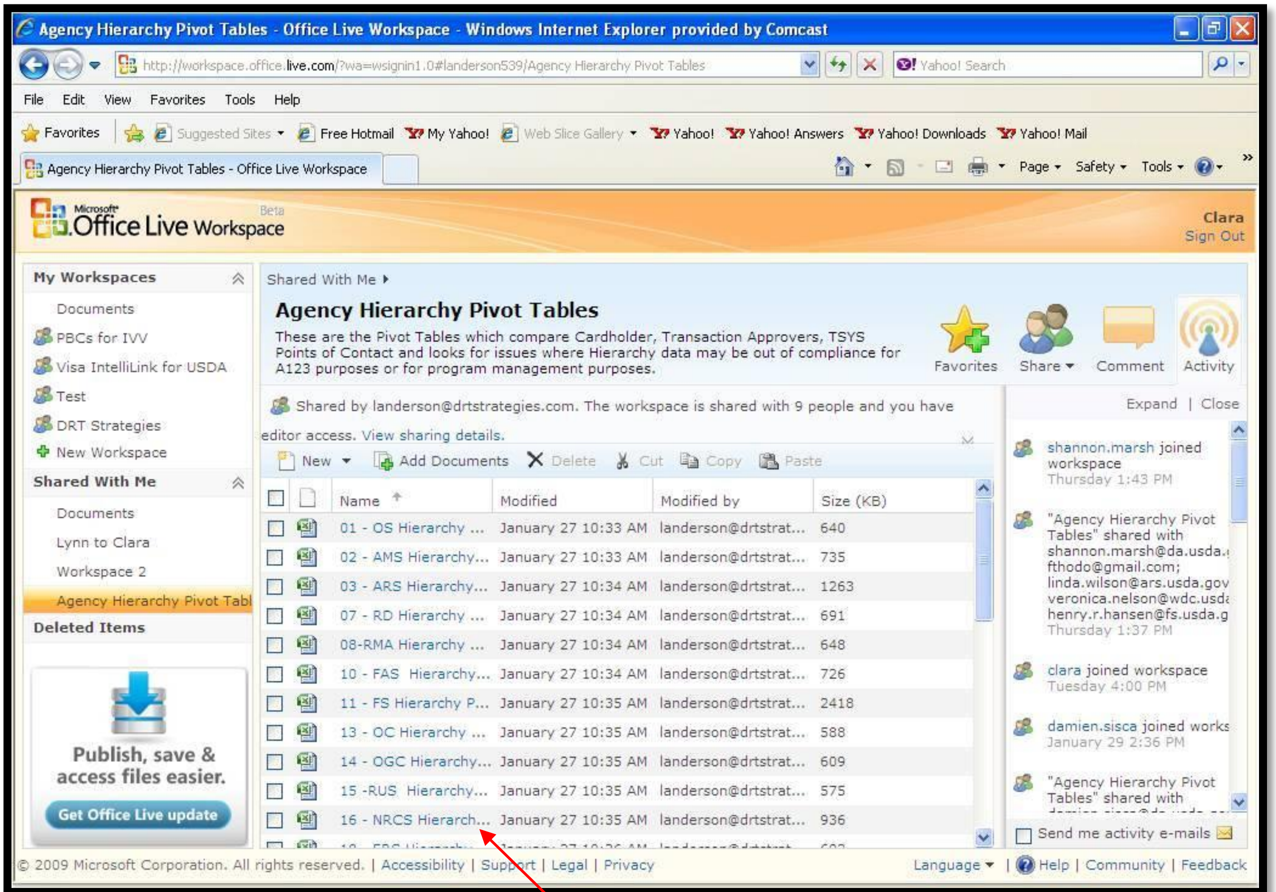
1) Coordinators with access to this report will receive an email invite to access the workspace.



2) The hyperlink will connect you to the workspace online to a page where you can **Create Your Account**.



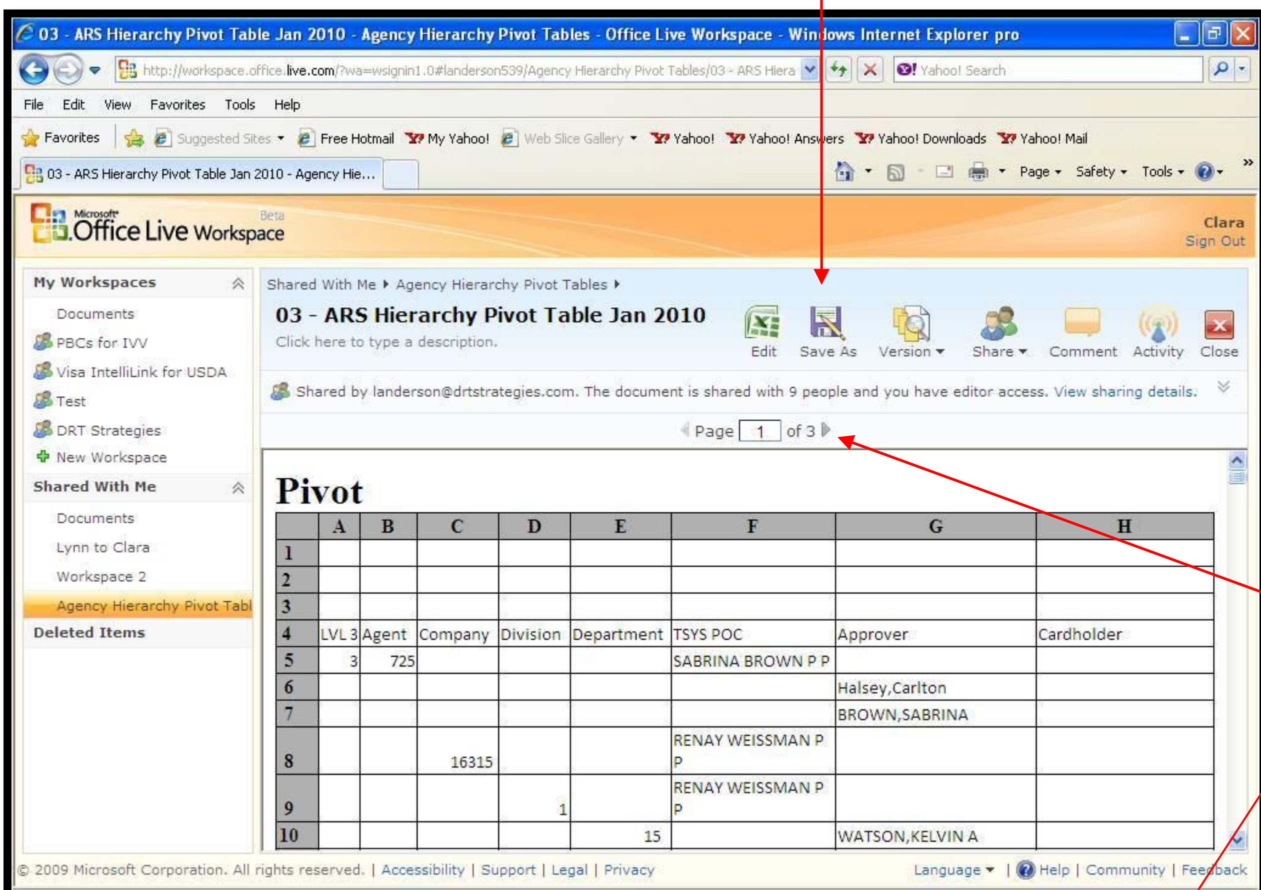
3) After you create your account, you will have access to the workspace as depicted below. Select the document you would like to view by double-clicking on the hyperlink in the **Name** column.



Select the document you would like to view by double-clicking on the hyperlink in the **Name** column.

4) You will be re-directed to a page to view the document selected online. If you would like to save the document, click the **Save As** icon. (Note: Coordinators will only have viewing capabilities)

Click the **Save As** icon to save the document on your hard drive.



You can navigate the document through the document online and scroll through the pages by clicking these arrows.

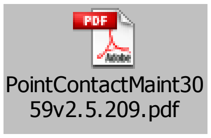
USDA Agency Database Account Set-up Report

	A	B	C	D	E	F	G	H
3								
4	LVL 3	Agent	Company	Division	Department	TSYS POC	Approver	Cardholder
5	3	725				SABRINA BROWN P P		
6							Halsey,Carlton	
7							BROWN,SABRINA	
8			16315			RENAY WEISSMAN P P		
9				1		RENAY WEISSMAN P P		
10					15		WATSON,KELVIN A	
11								ELLEN HAMILTON
12								SCOTT A HANSCOM
13								VICKY L CRONE
14					14	TINA SHRADER P P		
15							SHRADER,TINA	
16							HANSCOM,SCOTT	
17								PATSY I GRAVES
18								XIWEN WU
19					13	SUSAN FUGATE P P		
20							FUGATE,SUSAN	
21					12	MICHAEL ESMAN P P		
22							ESMAN,MICHAEL	
23								LATASHA T BURL
24					11	MARIA PISA P P		
25							PISA,MARIA	
26								DANIEL LECH
27								ELLEN L MANN
28								SHARON D MIDDLETON

Pivot / Sheet1 / TSYS Hierarchy / Sheet3

1) If the **TSYS POC** is not correct, the Coordinator should prepare the POC Maintenance Form to update the point of contact. This form is located in US Bank Civilian Forms at: http://www.usbank.com/cgi_w/cfm/inst_govt/products_and_services/pdf/Forms2008/civilianForms/purchaseCard/PointContactMaint3059v2.5.209.pdf.

Or click on the PDF file below to directly view and save the form.



2) If the **Approver POC** needs to be changed, the Coordinator should go into AXOL in 'User Profiles' and make the correction.

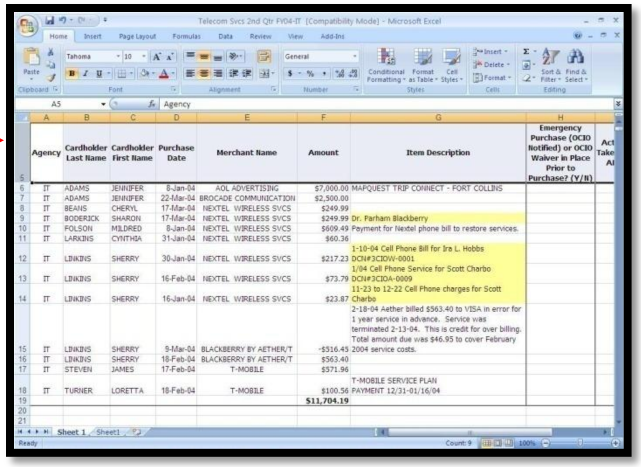
3) If the **TSYS POC** and/or **Approver POC** need to be deleted, the Coordinator should go into AXOL in 'User Profiles' and make the correction AND also prepare the POC Maintenance Form located in US Bank Civilian Forms.

Report Format- Adding a Filter

All reports should be run in ‘Excel’ format to maximize abilities to manage and review the report. To help sort large amounts of information provided in the report spreadsheet, there is a feature available in Excel to add a filter to the header row:

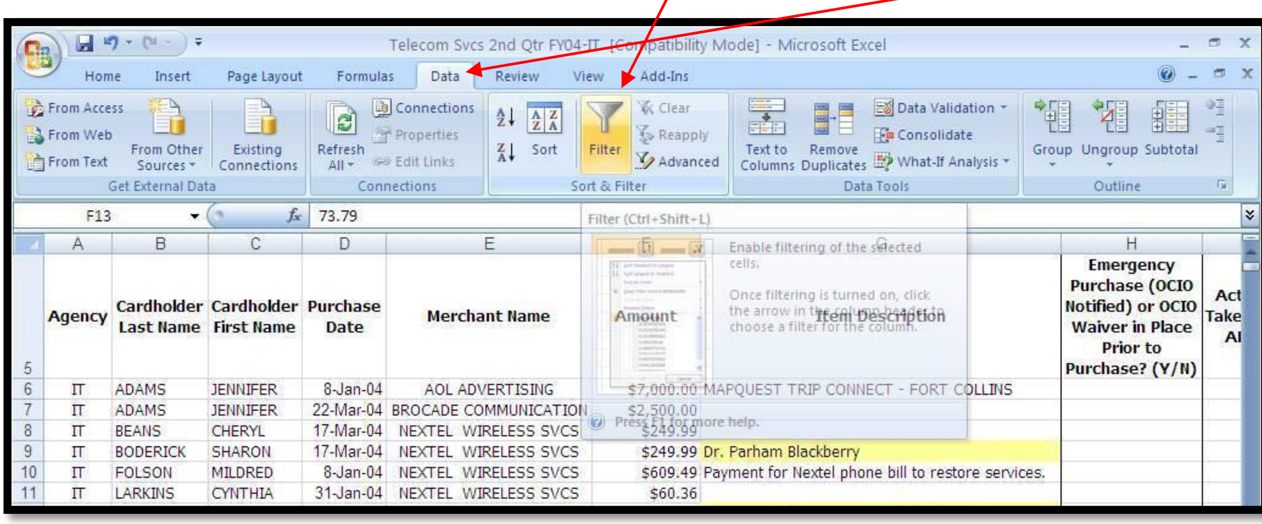
1) In the report spreadsheet, highlight the entire **header row** in the report.

Header Row

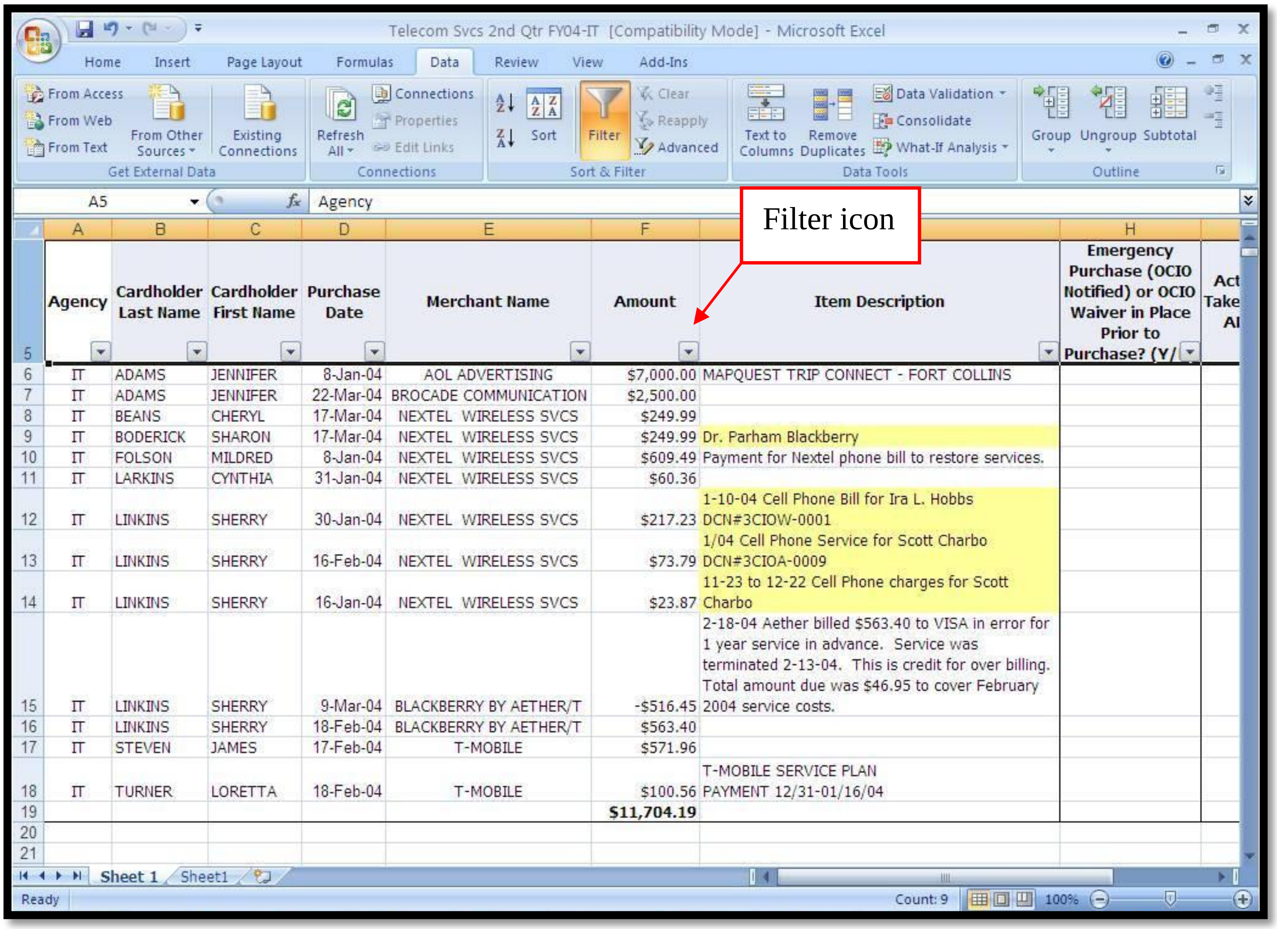


2) In the upper right corner of the spreadsheet options/commands, click on the ‘**Sort & Filter**’ icon (shown below)

If you do not see this filter in the upper right corner of your spreadsheet, then click on the ‘**Data**’ tab on the top of your spreadsheet and click on the ‘**Filter**’ icon (shown below)

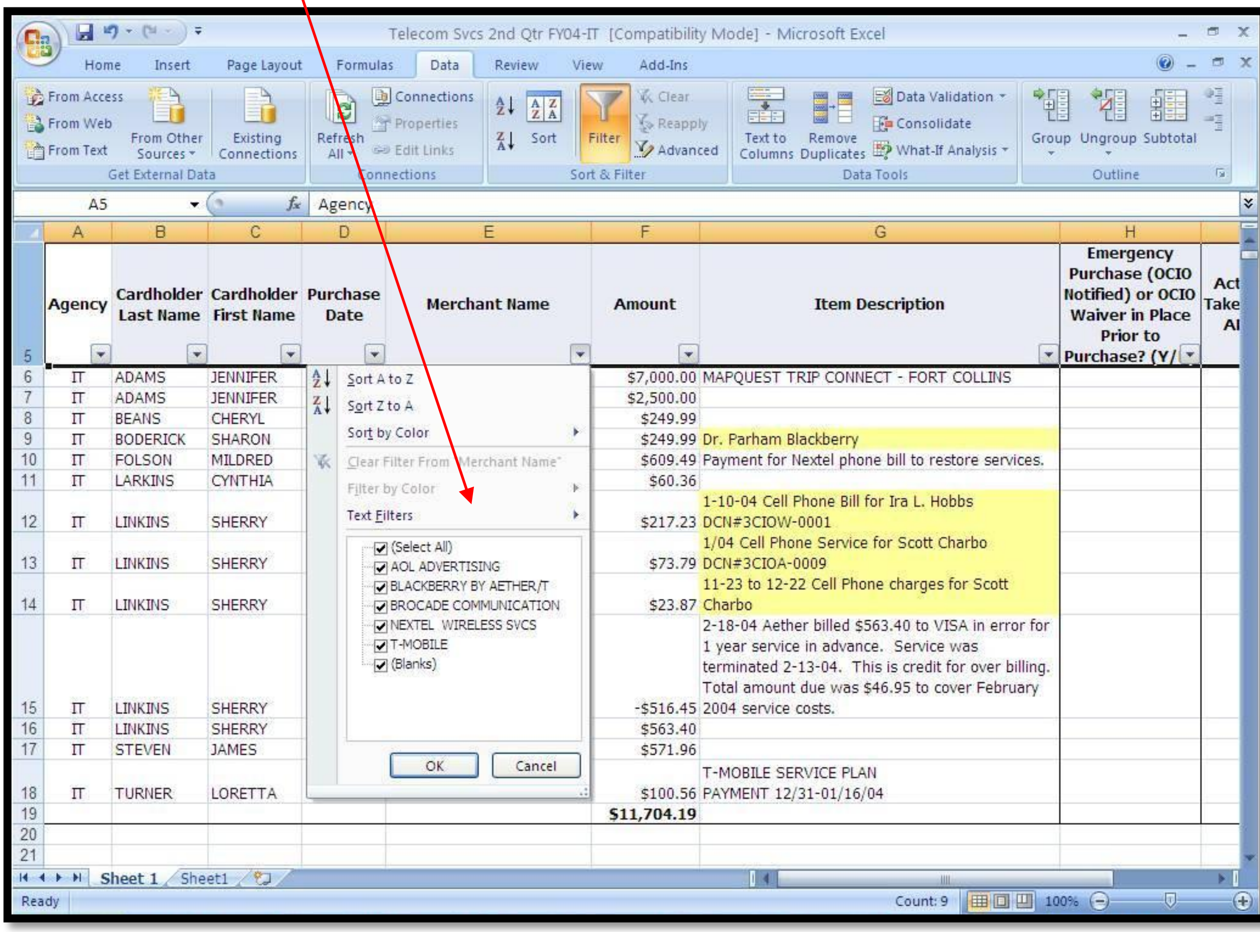


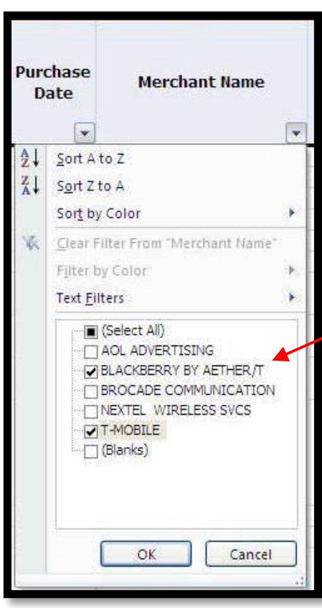
3) **Filter icons** will appear in each cell of the header row which will give you the option and flexibility of filtering/selecting the information you would like to view in the report at any time.



Agency	Cardholder Last Name	Cardholder First Name	Purchase Date	Merchant Name	Amount	Item Description	Emergency Purchase (OCIO Notified) or OCIO Waiver in Place Prior to Purchase? (Y/	Act Take Al
IT	ADAMS	JENNIFER	8-Jan-04	AOL ADVERTISING	$7,000.00	MAPQUEST TRIP CONNECT - FORT COLLINS		
IT	ADAMS	JENNIFER	22-Mar-04	BROCADE COMMUNICATION	$2,500.00			
IT	BEANS	CHERYL	17-Mar-04	NEXTEL WIRELESS SVCS	$249.99			
IT	BODERICK	SHARON	17-Mar-04	NEXTEL WIRELESS SVCS	$249.99	Dr. Parham Blackberry		
IT	FOLSON	MILDRED	8-Jan-04	NEXTEL WIRELESS SVCS	$609.49	Payment for Nextel phone bill to restore services.		
IT	LARKINS	CYNTHIA	31-Jan-04	NEXTEL WIRELESS SVCS	$60.36			
IT	LINKINS	SHERRY	30-Jan-04	NEXTEL WIRELESS SVCS	$217.23	1-10-04 Cell Phone Bill for Ira L. Hobbs DCN#3CIOW-0001		
IT	LINKINS	SHERRY	16-Feb-04	NEXTEL WIRELESS SVCS	$73.79	1/04 Cell Phone Service for Scott Charbo DCN#3CIOA-0009		
IT	LINKINS	SHERRY	16-Jan-04	NEXTEL WIRELESS SVCS	$23.87	11-23 to 12-22 Cell Phone charges for Scott Charbo		
IT	LINKINS	SHERRY	9-Mar-04	BLACKBERRY BY AETHER/T	-$516.45	2-18-04 Aether billed $563.40 to VISA in error for 1 year service in advance. Service was terminated 2-13-04. This is credit for over billing. Total amount due was $46.95 to cover February 2004 service costs.		
IT	LINKINS	SHERRY	18-Feb-04	BLACKBERRY BY AETHER/T	$563.40			
IT	STEVEN	JAMES	17-Feb-04	T-MOBILE	$571.96			
IT	TURNER	LORETTA	18-Feb-04	T-MOBILE	$100.56	T-MOBILE SERVICE PLAN PAYMENT 12/31-01/16/04		
					$11,704.19			

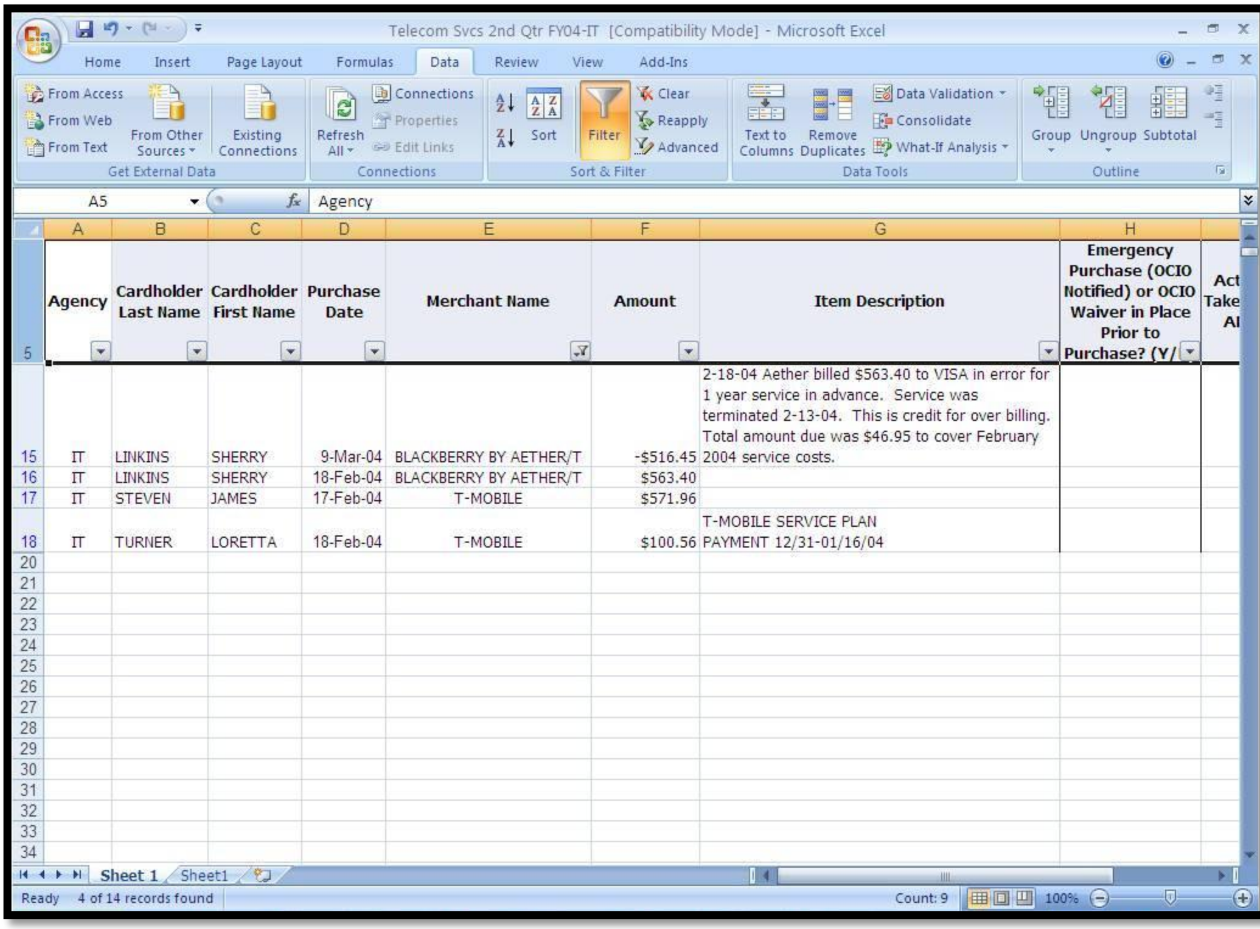
4) Click on the filter icon on the column you would like to filter and a **drop down box** will appear with your **filtering options**. You may select all or choose from the list of entries in the drop down box.



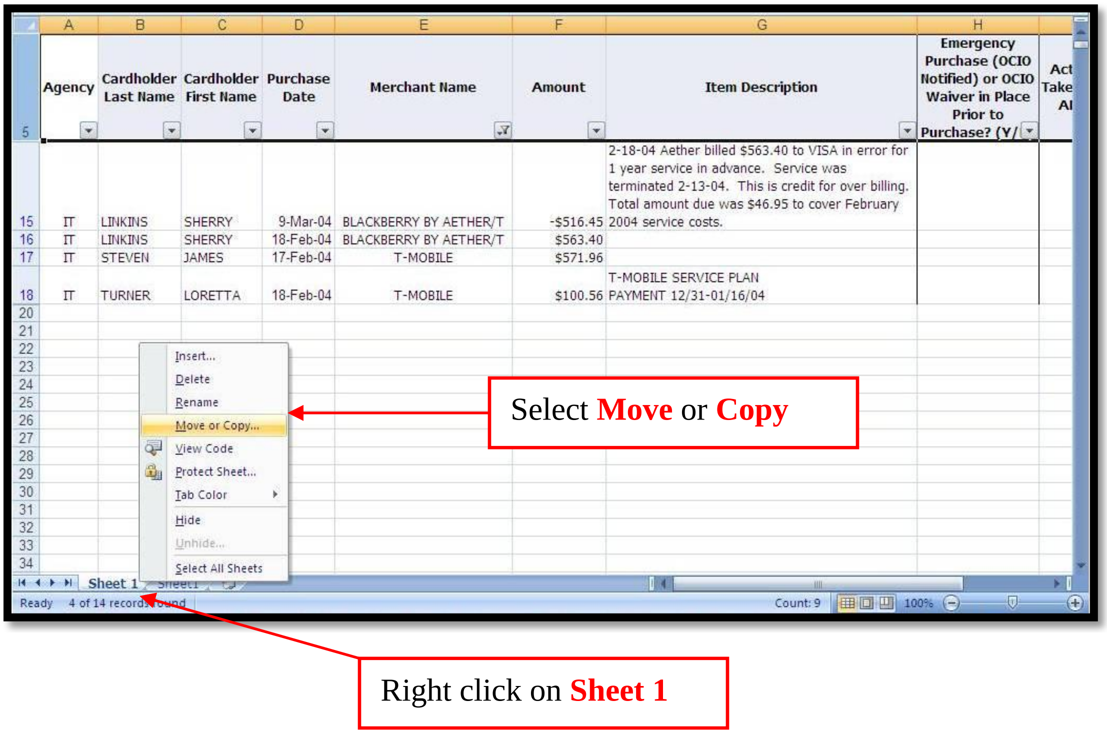


Filtering options to choose from

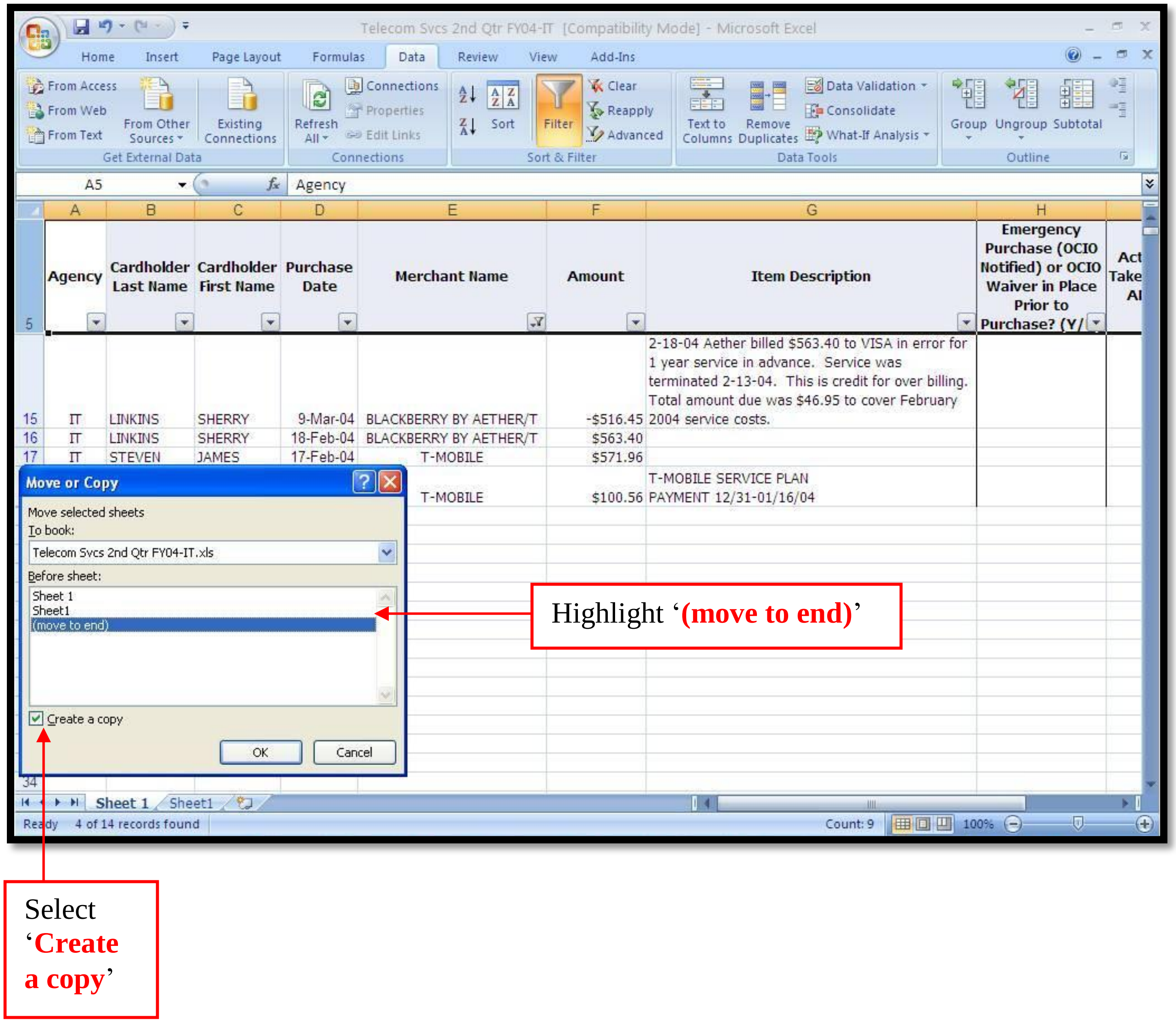
5) Your filtered report with information from your selection will appear.



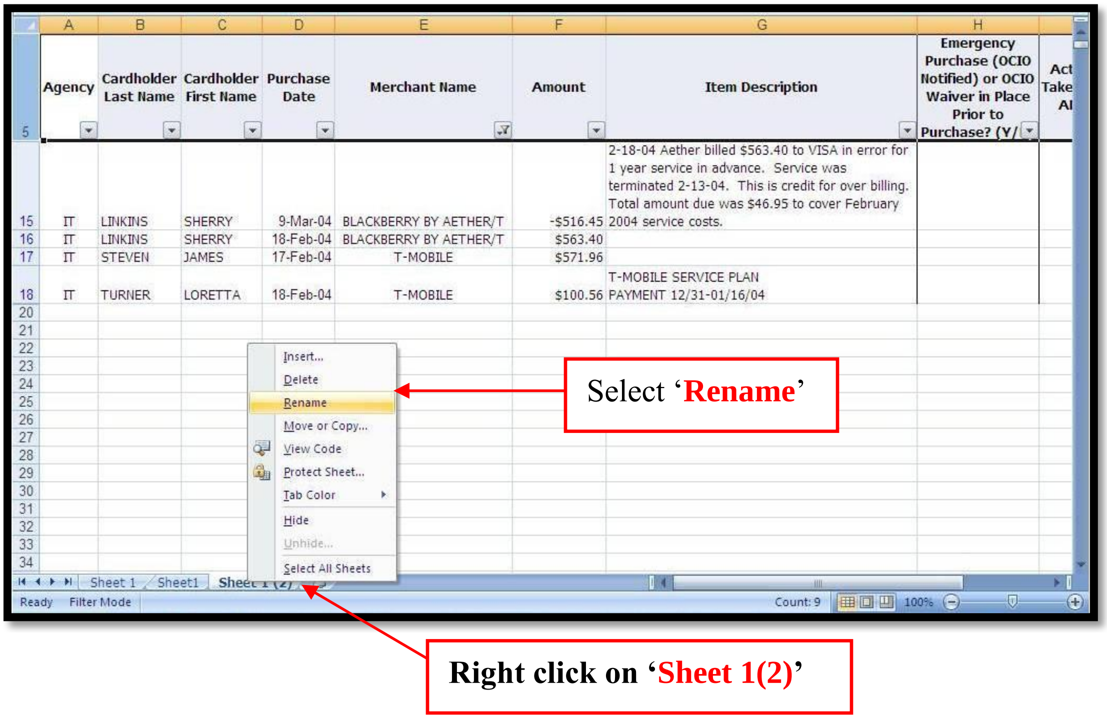
6) If you would like to create a separate sheet/tab within the spreadsheet with this filtered information and then right click on the bottom tab named '**Sheet 1**' and select '**Move or Copy**'



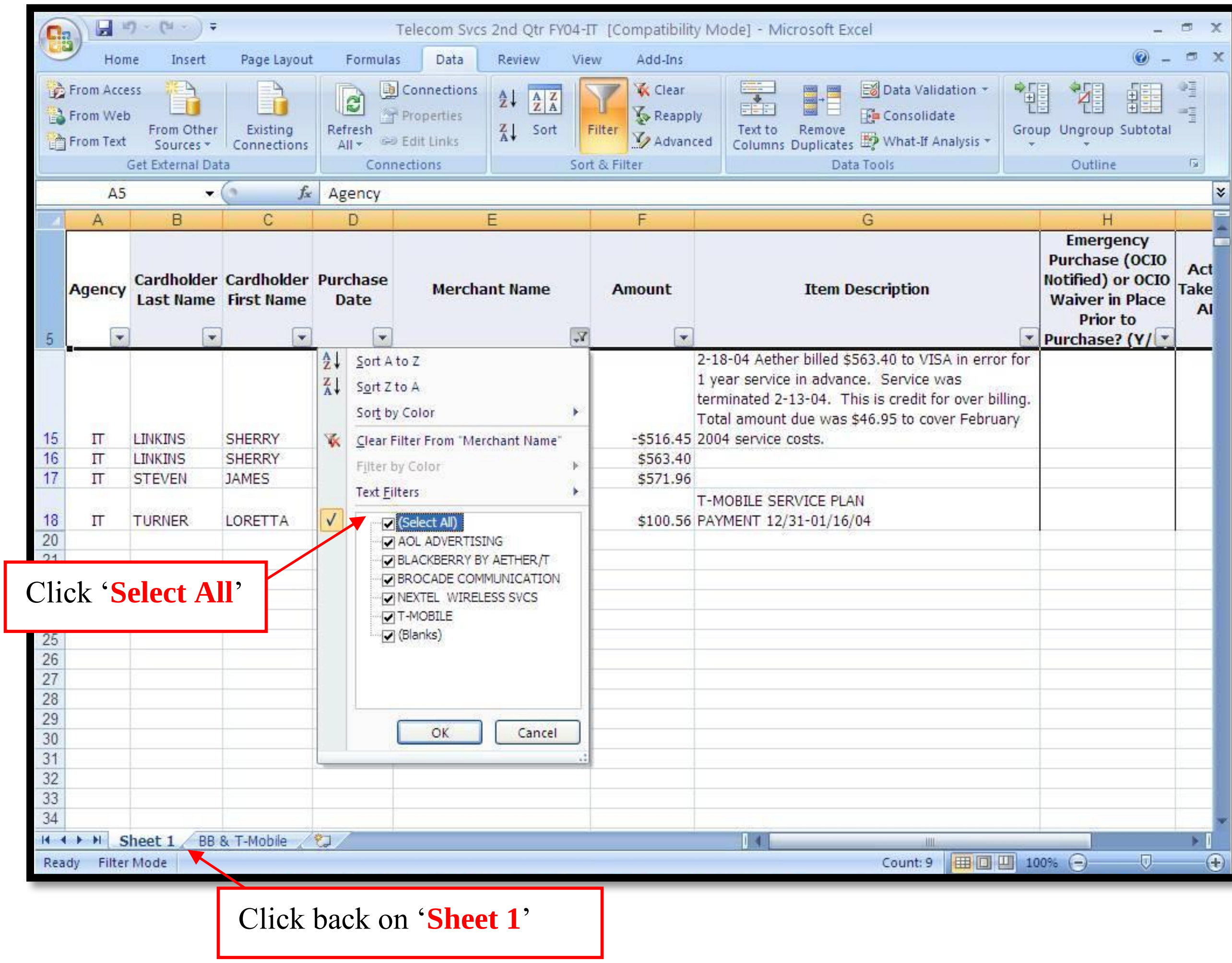
7) Select '**Create a copy**' and highlight '**(move to end)**'



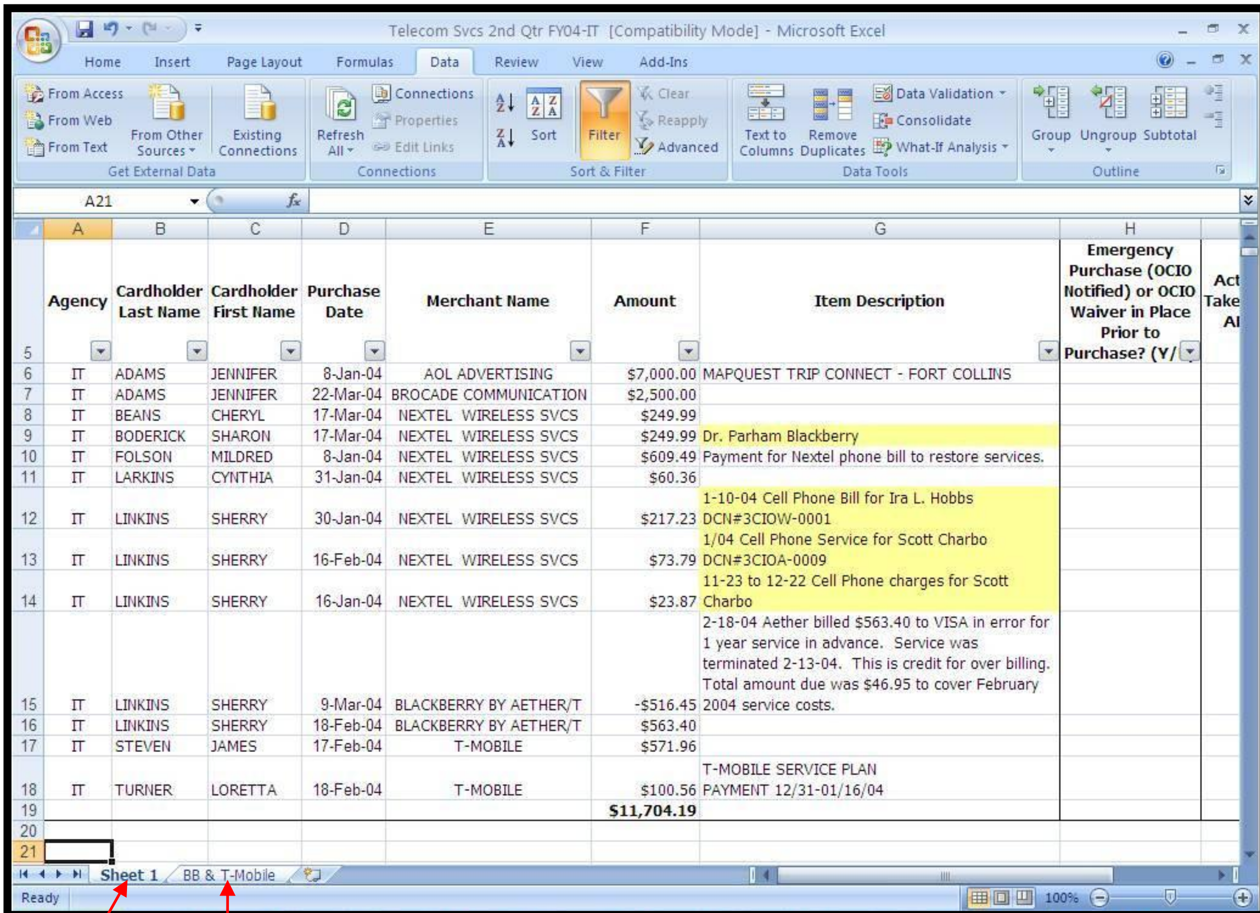
8) Your copied sheet will appear as the end tab in your spreadsheet and you can right click on the sheet name, select '**Rename**', and type in the new name of the sheet



9) Click back on the ‘**Sheet 1**’ tab and click on the filter from the header previously selected and click ‘**Select All**’ to view the complete report in the first tab again



10) The full report will appear in your main '**Sheet 1**' report tab again and you will have the separate filtered sheet as another tab in your spreadsheet labeled with the **renamed tab** (BB & T Mobile in the example below).



Telecom Svcs 2nd Qtr FY04-IT [Compatibility Mode] - Microsoft Excel

	Agency	Cardholder Last Name	Cardholder First Name	Purchase Date	Merchant Name	Amount	Item Description	Emergency Purchase (OCIO Notified) or OCIO Waiver in Place Prior to Purchase? (Y/	Act Take Al
6	IT	ADAMS	JENNIFER	8-Jan-04	AOL ADVERTISING	$7,000.00	MAPQUEST TRIP CONNECT - FORT COLLINS		
7	IT	ADAMS	JENNIFER	22-Mar-04	BROCADE COMMUNICATION	$2,500.00			
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9	IT	BODERICK	SHARON	17-Mar-04	NEXTEL WIRELESS SVCS	$249.99	Dr. Parham Blackberry		
10	IT	FOLSON	MILDRED	8-Jan-04	NEXTEL WIRELESS SVCS	$609.49	Payment for Nextel phone bill to restore services.		
11	IT	LARKINS	CYNTHIA	31-Jan-04	NEXTEL WIRELESS SVCS	$60.36			
12	IT	LINKINS	SHERRY	30-Jan-04	NEXTEL WIRELESS SVCS	$217.23	1-10-04 Cell Phone Bill for Ira L. Hobbs DCN#3CIOW-0001		
13	IT	LINKINS	SHERRY	16-Feb-04	NEXTEL WIRELESS SVCS	$73.79	1/04 Cell Phone Service for Scott Charbo DCN#3CIOA-0009		
14	IT	LINKINS	SHERRY	16-Jan-04	NEXTEL WIRELESS SVCS	$23.87	11-23 to 12-22 Cell Phone charges for Scott Charbo		
15	IT	LINKINS	SHERRY	9-Mar-04	BLACKBERRY BY AETHER/T	-$516.45	2-18-04 Aether billed $563.40 to VISA in error for 1 year service in advance. Service was terminated 2-13-04. This is credit for over billing. Total amount due was $46.95 to cover February 2004 service costs.		
16	IT	LINKINS	SHERRY	18-Feb-04	BLACKBERRY BY AETHER/T	$563.40			
17	IT	STEVEN	JAMES	17-Feb-04	T-MOBILE	$571.96			
18	IT	TURNER	LORETTA	18-Feb-04	T-MOBILE	$100.56	T-MOBILE SERVICE PLAN PAYMENT 12/31-01/16/04		
19						$11,704.19			

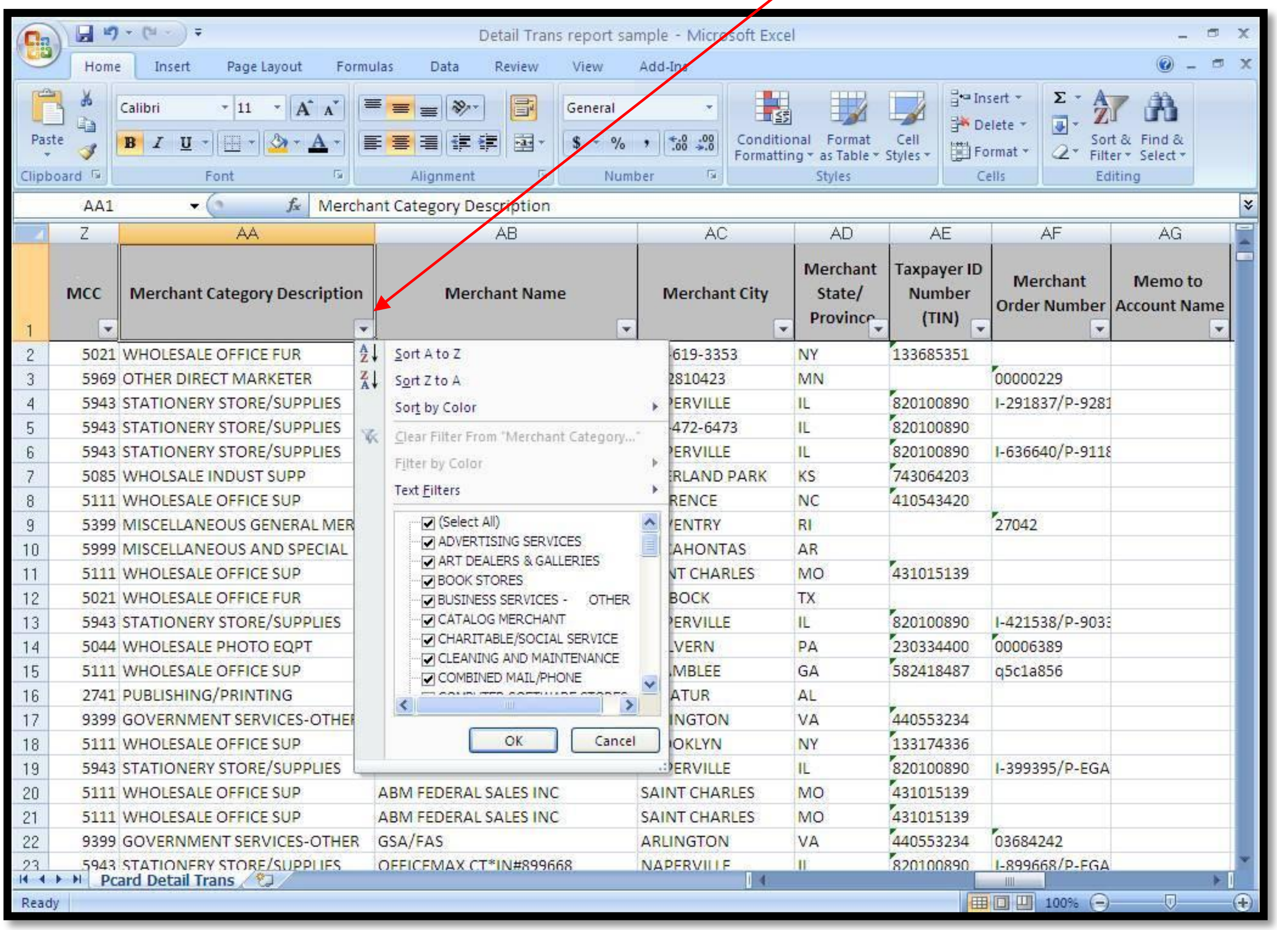
Full report is in '**Sheet 1**'

The filtered report is in '**renamed tab**'

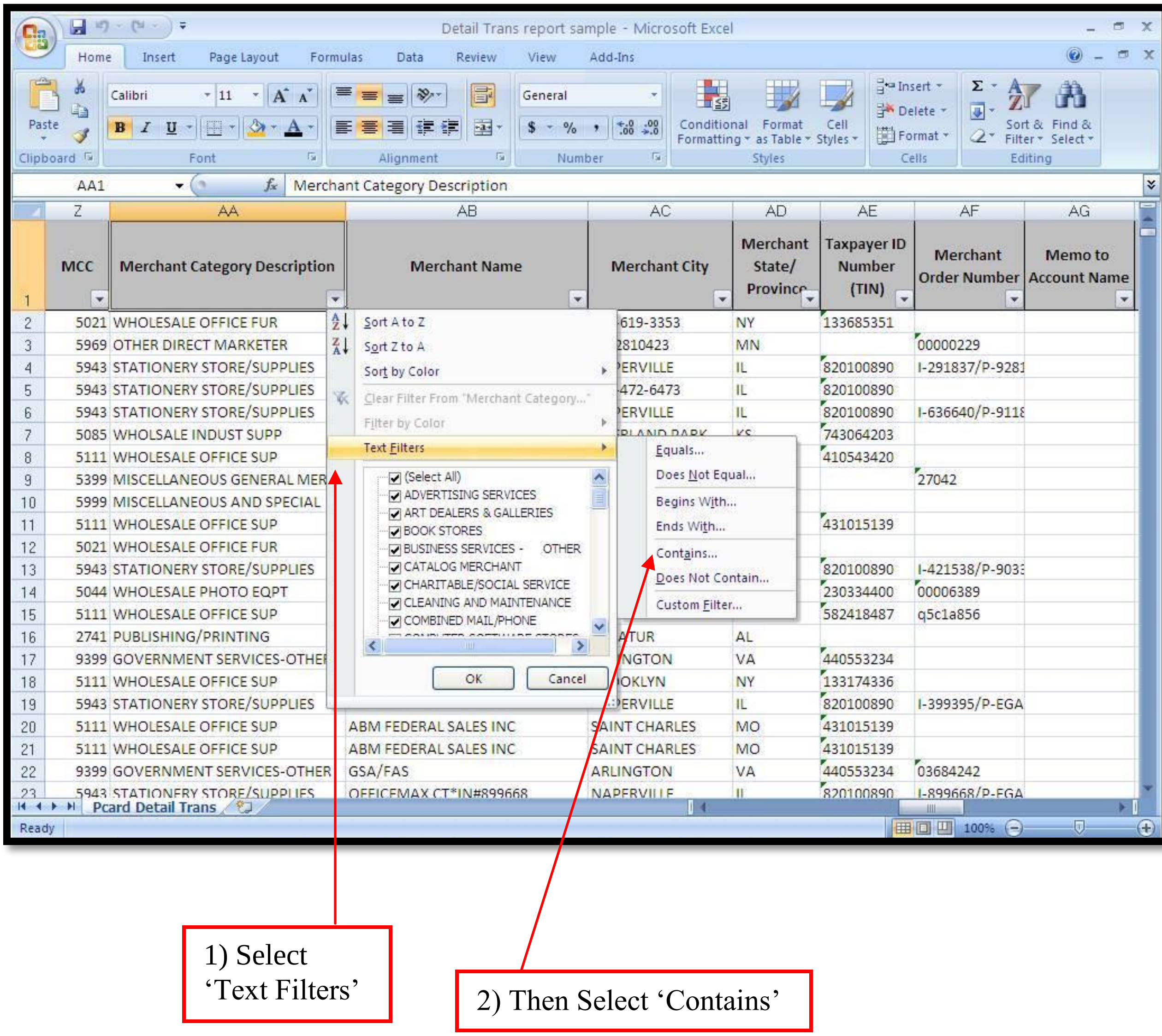
Report Format- How to Search word(s) in a Report Column

1) Follow steps #1-4 in the instructions above on how to add a filter to the header row of your spreadsheet.

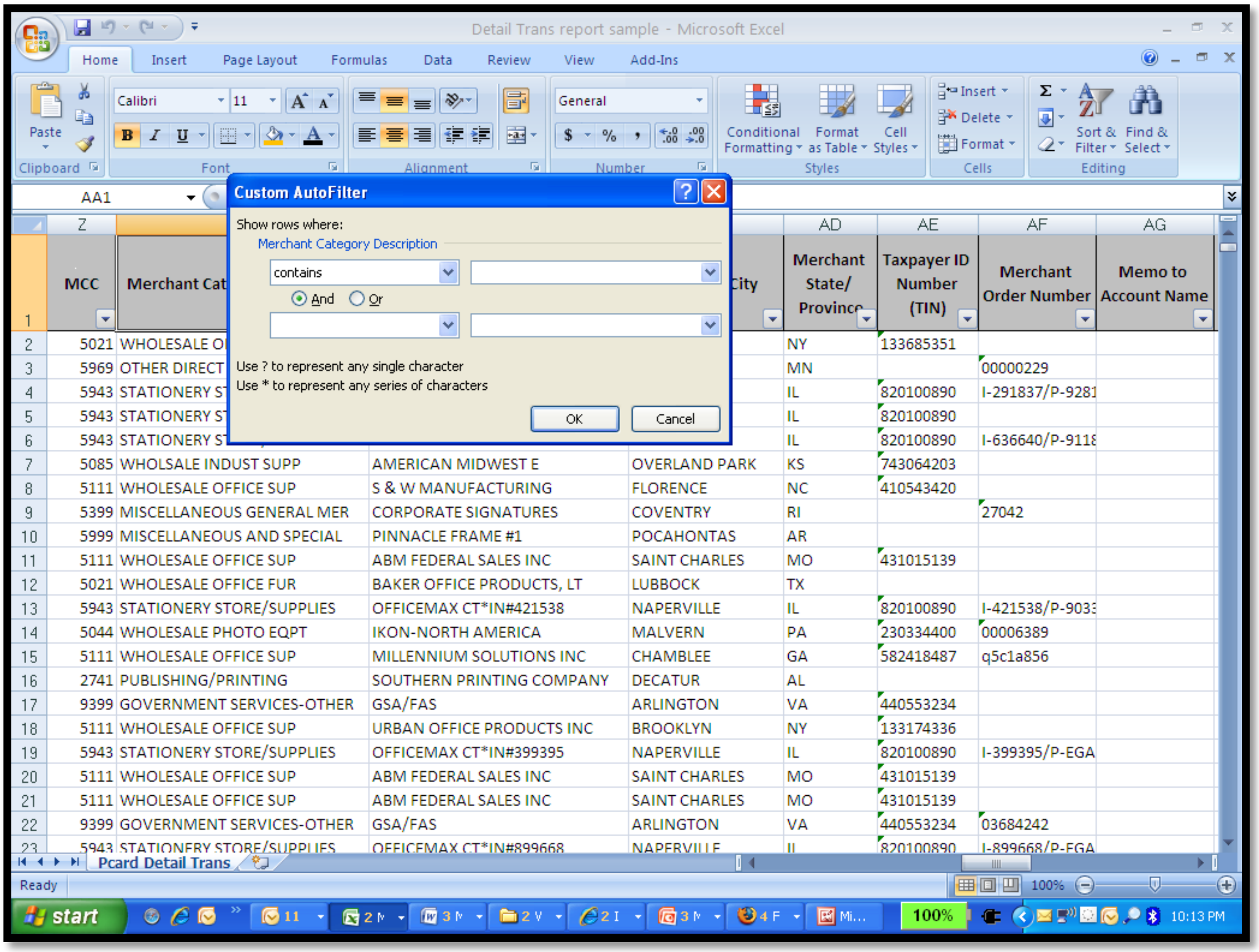
2) Once you have added your filter to the header row, scroll over to the column where you would like to search a word(s) and click on the filter icon to view the **filter drop down box**. (ie: column AB is selected to search word(s) in the Merchant Category Description column)

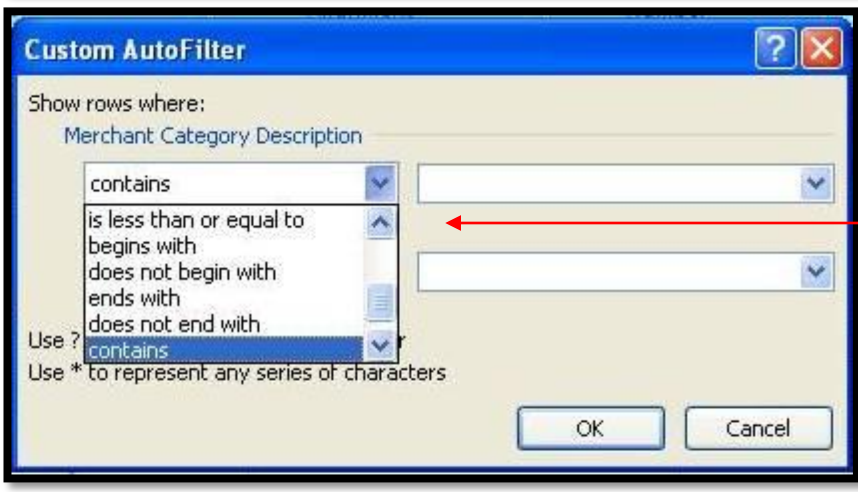


3) Select '**Text Filters**' and a side box will appear with various search options. You may use any of these options as needed. To search for a word or multiple words in the column, select '**Contains**'.



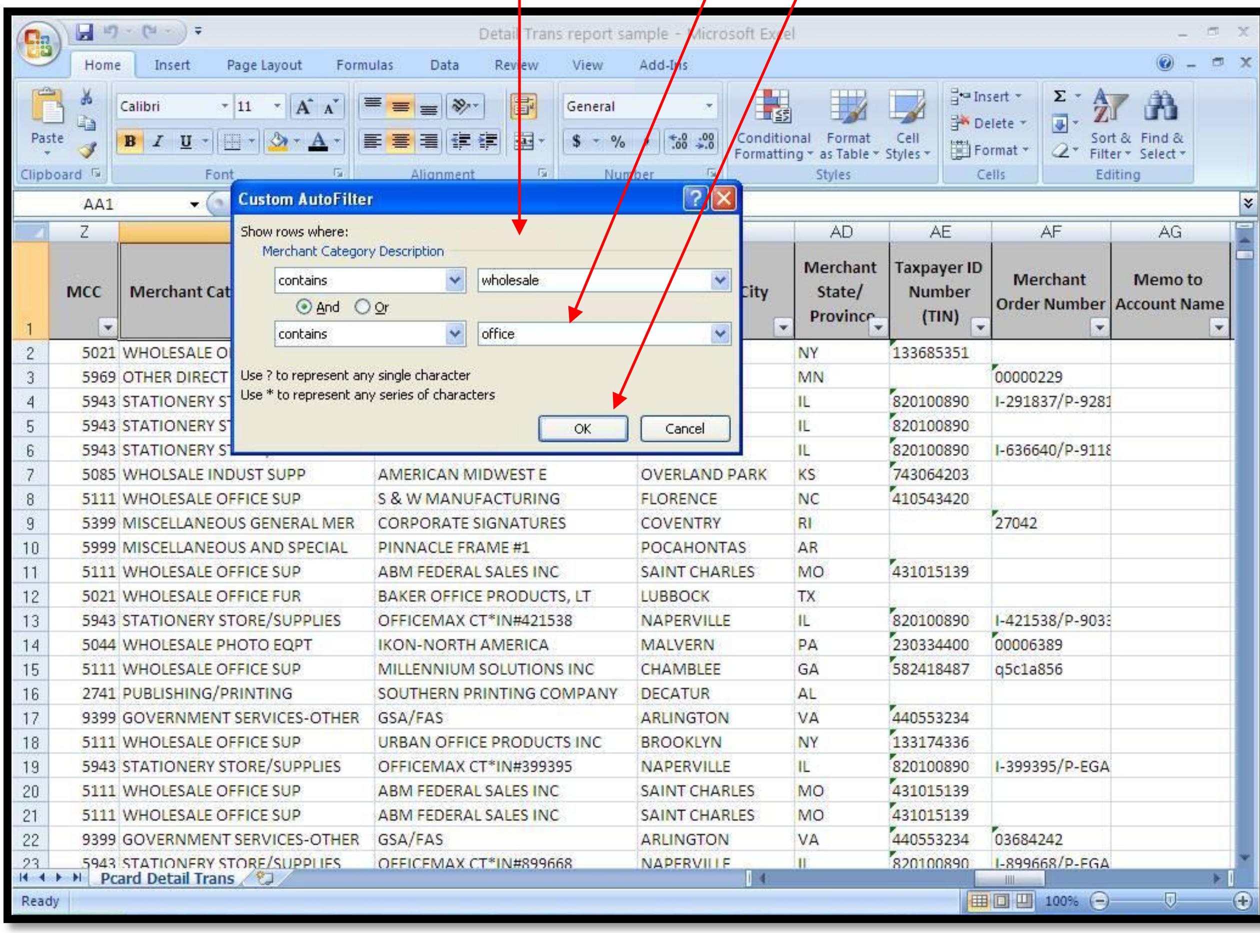
4) After you select '**Contains**,' a Custom Auto Filter box will appear and you will be able to select the **parameters of your word(s) search**.



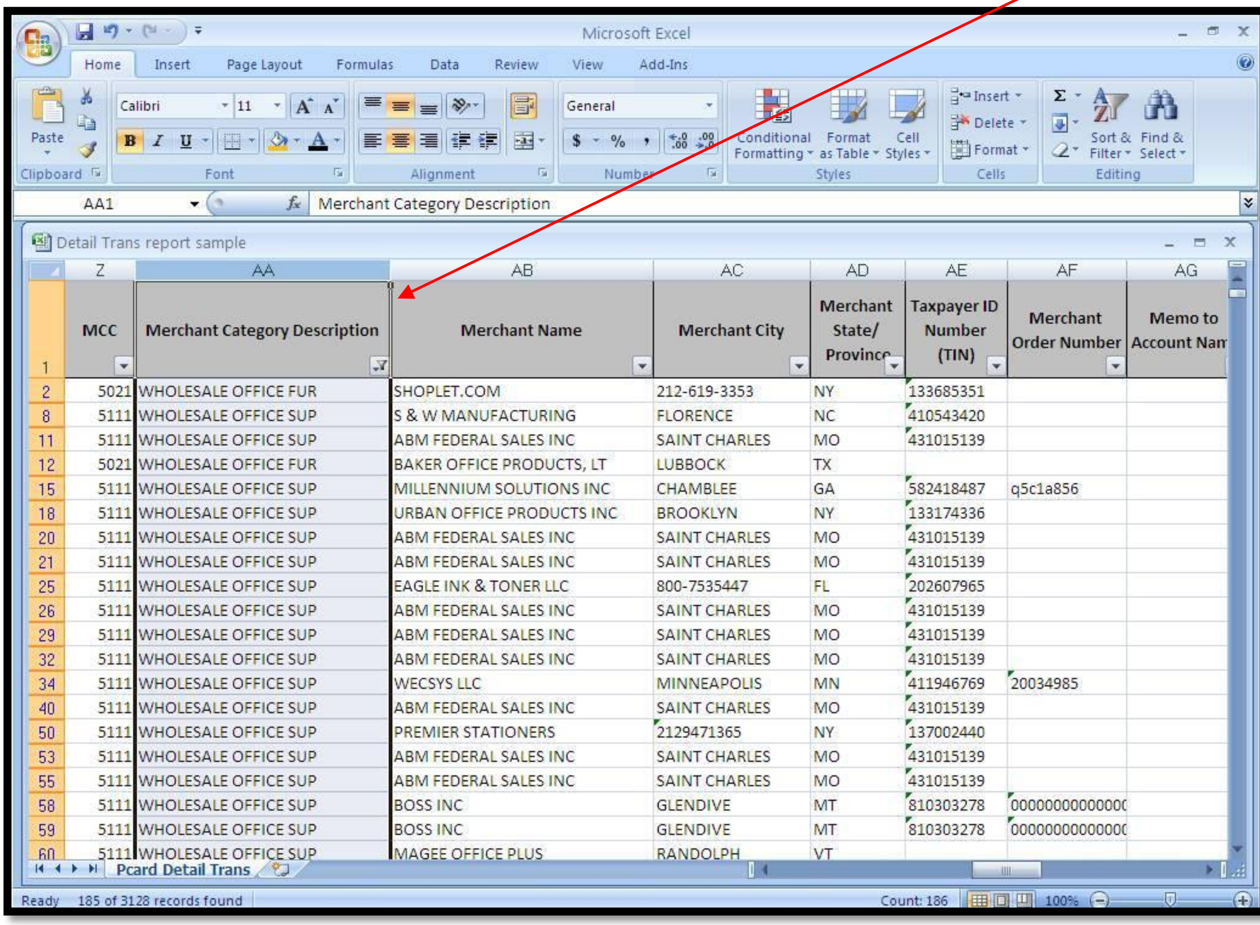


Select the **parameters of your word(s) search**

5) For example, if you would like to see all transactions that have two words both in that column, then type the word(s) you would like to search and click '**OK**' (ie: you would like to see all transactions that have the words '**wholesale**' **AND** '**office**' in the Merchant Category description column)



6) Then your spreadsheet will have filtered to only show you transactions that have the **word(s) you have selected** for that particular column (as shown below).



	MCC	Merchant Category Description	Merchant Name	Merchant City	Merchant State/ Province	Taxpayer ID Number (TIN)	Merchant Order Number	Memo to Account Nam
2	5021	WHOLESALE OFFICE FUR	SHOPLET.COM	212-619-3353	NY	133685351		
8	5111	WHOLESALE OFFICE SUP	S & W MANUFACTURING	FLORENCE	NC	410543420		
11	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
12	5021	WHOLESALE OFFICE FUR	BAKER OFFICE PRODUCTS, LT	LUBBOCK	TX			
15	5111	WHOLESALE OFFICE SUP	MILLENNIUM SOLUTIONS INC	CHAMBLEE	GA	582418487	q5c1a856	
18	5111	WHOLESALE OFFICE SUP	URBAN OFFICE PRODUCTS INC	BROOKLYN	NY	133174336		
20	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
21	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
25	5111	WHOLESALE OFFICE SUP	EAGLE INK & TONER LLC	800-7535447	FL	202607965		
26	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
29	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
32	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
34	5111	WHOLESALE OFFICE SUP	WECSYS LLC	MINNEAPOLIS	MN	411946769	20034985	
40	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
50	5111	WHOLESALE OFFICE SUP	PREMIER STATIONERS	2129471365	NY	137002440		
53	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
55	5111	WHOLESALE OFFICE SUP	ABM FEDERAL SALES INC	SAINT CHARLES	MO	431015139		
58	5111	WHOLESALE OFFICE SUP	BOSS INC	GLENDIVE	MT	810303278	00000000000000	
59	5111	WHOLESALE OFFICE SUP	BOSS INC	GLENDIVE	MT	810303278	00000000000000	
60	5111	WHOLESALE OFFICE SUP	MAGEE OFFICE PLUS	RANDOLPH	VT			